



POSITION DESCRIPTION

Centre for Youth Mental Health
Faculty of Medicine, Dentistry and Health Sciences

Project Coordinator Youth Mental Health (ATLAS Project)

POSITION NO	0058518
CLASSIFICATION	Level A or B (commensurate with experience)
WORK FOCUS CATEGORY	Academic Specialist
SALARY	Level A \$77,171 - \$104,717 p.a. Level B \$110,236 - \$130,900 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	1.0 FTE
BASIS OF EMPLOYMENT	Full-time fixed-term position available until Mar 2025 Fixed-term contract type: Externally funded.
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
CONTACT FOR ENQUIRIES ONLY	Dr Jennifer Nicholas, Tel +61 3 9966 9175 Email jen.nicholas@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our websites:
about.unimelb.edu.au/careers

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

Orygen is the world's leading research and knowledge translation organisation focusing on mental ill-health in young people.

At Orygen, our leadership and staff work to deliver cutting-edge research, policy development, innovative clinical services, and evidence-based training and education to ensure that there is continuous improvement in the treatments and care provided to young people experiencing mental ill-health.

The Company has three Members: the Colonial Foundation, The University of Melbourne and Melbourne Health.

The University of Melbourne has an agreement with Orygen for designated employees working within the Centre for Youth Mental Health (CYMH) to be made available to undertake activities for Orygen, and this arrangement will apply to you. University employees working within the CYMH at Orygen are required at all times to continue to adhere to University policies, procedures, regulations and statutes, as well as to Orygen policies and procedures (including Orygen's delegations of authority framework which can be found at <http://staff.orygen.org.au/>), but the University's policies and procedures shall prevail in the event of any inconsistency. For the period of participating in activities at Orygen, you will be subject to the reasonable control and direction of Orygen. You consent to the University disclosing to Orygen your personal employment information solely for the purposes of facilitating your secondment to Orygen, and that such disclosure will not be a breach of any of your privacy rights.

We believe that all young people and families have the right to effective mental health care, without limits. Our mission is to make all youth mental health services in Australia digitally enhanced by 2024. We strive to achieve this through new methods and ways of working that harness technology, science and creativity to transform mental health care as we know it. Further information available at <https://www.orygen.org.au/Our-Research/Research-Areas/Orygen-Digital>

A Project coordinator is required to join the Trial of an Adaptive, Tailored, and behavioural Science-informed (ATLAS) Implementation Strategy for a digital intervention in youth mental health services. ATLAS is an NHMRC-funded implementation trial looking at whether iteratively adapting the implementation strategy to integrate a digital intervention into youth mental health

services leads to better implementation outcomes, increased sustainability, and improved outcomes for young people.

The Project Coordinator will work closely with the study team and study Research Fellow to coordinate all aspects of the study including: training and supervision of study staff; recruitment of services and oversight of participant recruitment; preparing HREC and governance submissions; managing the collection, verification and analysis of study data (with statistician support); supporting the delivery of implementation strategy adaptations; monitoring study finances; chairing meetings; and liaising with a range of stakeholders including multistate recruitment sites. They will also assist with drafting manuscripts and grant applications.

This position will be based at Orygen, located in Parkville, with flexibility to work from home as necessary. This position reports to the Digital Implementation Research Lead, Dr Jen Nicholas.

1. Key Responsibilities

RESEARCH AND RESEARCH TRAINING

- ▶ Lead role in management of the ATLAS trial, with support from Study Research Fellow and team.
- ▶ Preparation and management of HREC applications and governance approvals.
- ▶ Participate in research independently and as a member of a research team.
- ▶ Effective supervision of research support staff.
- ▶ Develop and maintain effective working relationships with colleagues and stakeholders from external services across three states.
- ▶ Contribute to publications and presentations arising from scholarship and research, such as peer reviewed journal articles and conference presentations.
- ▶ Support efforts to secure funding to support individual or collaborative projects and assist in the preparation of grant submissions.

LEADERSHIP AND SERVICE

- ▶ Actively participate at project team and/or division meeting and, with guidance, contribute to planning activities or committee work to support capacity-building.
- ▶ Participate in community and professional activities related to the relevant disciplinary area.
- ▶ Actively participate in key aspects of engagement within the University of Melbourne and Orygen.
- ▶ Effective demonstration and promotion of University and Orygen values including diversity and inclusion and high standards of ethics and integrity.

STAFF SUPERVISION

- ▶ Undertake probationary and performance management processes, ensuring you have regular conversations with your staff and are providing positive and constructive feedback to enhance staff and team performance.
- ▶ Provide coaching, guidance and support for career planning, ensuring staff have access to appropriate professional and development activities.

- ▶ Understand your responsibilities associated with approving staff leave and ensuring leave is approved in line with operational requirements.
- ▶ Allocate and monitor workload and address associated issues in a timely manner.
- ▶ Ensure new staff participate in the University and Orygen's induction program and provide a localised work area orientation.

OTHER REQUIREMENTS

- ▶ Equal opportunity, diversity and inclusion responsibilities as outlined in section 3.
- ▶ Represent the University and Orygen in a positive and professional manner.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4.
- ▶ Any other duties as reasonably requested.

2. Selection Criteria

In order to be considered for interview by the Selection Panel, applicants must address the following Criteria in their application. Please visit the University website how to address [Essential Selection Criteria](#)

ESSENTIAL

- ▶ Tertiary qualification (Masters or Doctoral degree) in psychology/health sciences related fields plus significant relevant experience of equivalent combination of relevant experience and education/training.
- ▶ Strong relationship management skills and experience working within multidisciplinary teams, with the ability to quickly earn the trust of internal/external stakeholders and colleagues.
- ▶ Demonstrated ability and significant experience managing research projects, in particular in clinical settings. Evidence of effective liaison with clinicians.
- ▶ Experience in coordinating clinical trials among vulnerable populations, including the submission of Research Ethics Committee applications, protocol amendments and governance proposals, clinical trial procedures, and documentation.
- ▶ Demonstrated understanding of the conduct of research including the collation and management of human research data, and an awareness of the principles underpinning Good Clinical Practice.
- ▶ Well-developed organisational and time management skills with the ability to plan and organise own time and that of others to prioritise tasks and achieve project outcomes.
- ▶ Ability to supervise and mentor junior research staff and excellent teamwork, negotiation, and leadership skills, including the proven ability to resolve conflict and to successfully lead, mobilise and motivate teams.
- ▶ Demonstrated ability and relevant experience to produce quality research outputs such as peer reviewed journal articles and conference presentations
- ▶ Demonstrated excellent verbal and written communication skills for effective research collaboration and engagement.

DESIRABLE

- ▶ Demonstrated interest in digital health and technologies.
- ▶ Experience and/or expertise in implementation or service evaluation.
- ▶ Experience in clinical trial and/or multisite research studies.
- ▶ High level of proficiency in the use of standard application software such as the Microsoft Office suite and statistical packages such as IBM SPSS statistics.

SPECIAL REQUIREMENTS

- ▶ Any offer of employment is conditional upon receipt and maintenance of a valid Working with Children Card and a satisfactory Police Check
- ▶ Unrestricted right to work in Australia

3. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne

4. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

5. Other Information

CENTRE FOR YOUTH MENTAL HEALTH

www.cymh.unimelb.edu.au

In January 2009 the University of Melbourne established a new Centre for Youth Mental Health (CYMH) within the Faculty of Medicine Dentistry and Health Sciences, where the academic and professional staff who are provided to Orygen are now based. All NHMRC and ARC Grants to be used for Orygen activities are managed within CYMH.

The creation of this academic and administrative structure reflects the multidisciplinary nature of this field of inquiry and knowledge, and its growing scientific and practical breadth and significance. This is only the fourth such supra-departmental structure to be created in the Faculty and there is no parallel to date anywhere else in Australia.

The Chair of the Centre for Youth Mental Health is Professor Patrick McGorry and the Chief Operating Officer is Mr John Moran. Reporting arrangements are through the University of Melbourne structure with a direct report to Professor Jane Gunn, Dean of the Faculty.

ORYGEN

Orygen is the world's leading research and knowledge translation organisation focusing on mental ill-health in young people.

Further information available at <https://www.orygen.org.au/About/About-Us>

FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- ▶ We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- ▶ We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- ▶ We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- ▶ We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>