

---

**CHANGE LEAD**

---

**SEPTEMBER 2021**

---



<b>Location:</b>	Parkville based. Flexible work arrangements - work in a way that suits you best and delivers to agreed Orygen outcomes.
<b>Division:</b>	Business Transformation
<b>Classification/ Salary Range:</b>	Commensurate with skills and experience plus superannuation and access to salary packaging
<b>Employment type:</b>	Full-time fixed term position available for 12 months
<b>Position reports to:</b>	General Manager, Business Transformation

## 1. POSITION SUMMARY

The Transformation program Change Lead will be responsible for creating and delivering a range of change activities required to support the implementation, embedding and adopting of the Program's deliverables across the organisation.

Working across both the program's Change and Delivery streams, a well-rounded change Management Lead will support both teams to deliver and support the key change deliverables and activities in these streams.

## 2. POSITION CONTEXT

The outcomes of the Royal Commission into the Victorian Mental Health System enable a revolutionary new era of reform in mental health that will at last see youth mental health progress in the direction that we have pioneered together over the past 30 years.

Orygen delivers cutting-edge research, policy development, innovative clinical services, and evidence-based training and education for the mental health workforce to ensure that there is continuous improvement in the treatments and care provided to young people experiencing mental ill-health.

We are a complex organisation. Our activities and workforce are diverse and include:

- Five headspace centres in Craigieburn, Glenroy, Melton, Sunshine and Werribee that deliver primary clinical services to young people and are operated by Orygen.
- The Centre for Youth Mental Health, a University of Melbourne research and teaching department that is wholly seconded into Orygen. Centre staff are provided with Orygen email addresses and have the use of Orygen systems.
- Orygen Specialist Program (formerly referred to as Orygen Youth Health Clinical Program), a tertiary clinical service that is currently operated by North Western Mental Health, co-located with us at Parkville, Sunshine and Glenroy and also operating at sites in Footscray, and Wyndham. Whilst not under the governance of Orygen, Orygen Specialist Program works in close partnership with us.
- Orygen Digital, which develops and rolls out online clinical platforms that are fully integrated with 'in-person' clinical services.
- A training and development unit providing online and face to face training for the mental health workforce both nationally and internationally.

- A policy think tank drawing on Orygen's research and clinical expertise and partnering and collaborating with key content experts from Australia and around the world to advise government policymakers.
- Centralised professional support functions enabling the organisation to achieve strategic and operational objectives.

Orygen established the Transformation Project team to further strengthen the integration of the above systems, focusing on supporting Orygen's transformation program delivery.

The transformation goal is to deliver Orygen's target operating model to become an integrated youth mental health service and translational medical research under a single governance structure that addresses the needs of young people and families.

This position plays a crucial role in the project team accountable for the transformation program's organisational change management processes and deliverables.

### 3. ABOUT ORYGEN

<b>VISION</b>	Young people to enjoy optimal mental health as they grow into adulthood.
<b>MISSION</b>	Reduce the impact of mental ill-health on young people, their families and society.
<b>VALUES</b>	Respect, accountability, teamwork, excellence & innovation.
<b>COMMITMENTS</b>	First Nations people of Australia, young people and their families, LGBTIQA+ people & culturally and linguistically diverse people.

### 4. KEY RESPONSIBILITIES AND OUTCOMES

This role is responsible and accountable for:

#### 4.1 Methodologies & Tools:

- Support the development, maintaining and communicating change management standards and tool sets, reporting, change methodology etc; including a consistent approach and usage across Orygen; this is performed in conjunction with the project community.
- Provide input into the development and ongoing improvement of Change Management methodology, tools, processes and implementation across Orygen.
- Coach and train key project personnel on change management standards, tools and methodologies.
- Provide technical support on knowledge management, methods and tools to program and project managers as required.

#### 4.2 Program Deliverables and Key activities:

- Create a change implementation plan for all key program change and to support activities.
- Complete Sector Stakeholder Analysis which identifies the key individuals and groups affected by the change.
- Develop an executive sponsorship and engagement plan to ensure key individuals and groups are informed, supportive and ultimately own the changes being introduced.
- Review the Communication plan and ensure it integrates with the change management plan
- Set up and manage a process for logging and responding to questions from the business departments.
- Support the creation of communication materials.
- Create change impact assessment and workforce transition action plans.
- Document any gaps and discuss these with Organisation Change Lead, Stream Leads or Project Managers.
- Develop a business readiness assessment checklist.
- Participate in analysis of results and the formulation of strategies to address key risks.

## 5. SELECTION CRITERIA

The following criteria must be met for consideration for this position:

### 5.1 Essential

- Extensive experience in a similar role where there is demonstrated ability to work and deliver with limited supervision; self-starter and willing to take on challenges.
- Demonstrated change experience in enterprise transformation programs.
- OCM qualifications PROSCI or CMI accreditation.
- OCM consultant with extensive experience in change management.
- Demonstrated ability to quickly experience and understand an organisation's (Orygen's) culture.
- Flexibility in terms of ability to accommodate changes in requirements and priorities – proven experience and skill in designing plans and approaches to manage uncertainties in requirements.
- Ability to build and maintain effective working relationships with project team.
- Proven ability in building and maintaining effective working relationships with a range of stakeholders.
- Coaching, monitoring and supervision of direct reports, to ensure they have the skills and knowledge to perform their role, to be compliant with external legislation.
- Experience leading and/or supervising change and communication resources.
- Demonstrated experience in Change Management, including ability to conceptualise, develop, plan, prioritise and complete tasks by deadlines.
- A capacity to work independently in a fast-paced environment, work to appropriate timelines and demonstrate advanced problem-solving abilities.
- Highly developed organisational, administrative and time management skills.
- Proficient computer skills with a demonstrated ability in word processing, PowerPoint and other office software, as required.
- A capacity to work independently in a fast-paced environment, work to appropriate timelines and demonstrate advanced problem-solving abilities.
- Highly developed analytical skills.

### 5.2 Desirable

- Experience working in and/or the management of youth mental health services.
- Understanding of youth mental health systems and the not-for-profit sector, and an ability to apply this knowledge to Orygen.
- Exceptional verbal and written communication skills.

## 6. SPECIAL REQUIREMENTS

- Unrestricted right to live and work in Australia.
- A current National Police Check will be required.
- Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.
- You may be required to work across more than one of Orygen's sites, which are currently located within the north and west of Melbourne.
- In line with Government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required.

## 7. ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name:	
Signature:	
Date:	