

PRACTICE FACILITATOR - CERTIFICATE OF YOUTH PSYCHIATRY

SEPTEMBER 2026

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POSITION SUMMARY

Location:	Parkville		
Functional area:	Knowledge Translation		
Classification/ Salary:	\$211 per hour + 12% super + access to \$15,900 NFP salary packaging		
Job level:	3		
Reports to:	Director, Workforce Development		
Employment type:	Part time – 3hrs per week		
Employment length:	12 months		
Direct reports	0	Indirect reports	0

POSITION PURPOSE STATEMENT

Orygen delivers the Professional Certificate of Youth Psychiatry (PCYP) and the Community of Practice which comprise the required learning activities for the successful completion of the Royal Australian New Zealand College of Psychiatry Certificate of Advanced Training for Youth Psychiatry (CATYP).

The PCYP is a one year structured online asynchronous, self-paced learning program, with built in assessment, that trainees complete over the course of 12 months. It comprises the first year of required learning for the CATYP.

Trainees undertaking the second year of the CATYP are required to attend the Community of Practice which is designed to complement the didactic learning of the Professional Certificate in Youth Psychiatry. It aims to foster a connected community of learners, support greater consistency in youth psychiatry training across Australia and New Zealand, and provide opportunities to apply and extend learning through clinical discussion and case-based learning.

The Community of Practice will feature a mix of trainee-led and expert-led sessions, with facilitated discussion on selected topics. Trainees will have opportunities to present themes from the topic bank, while experienced psychiatrists, other mental health clinicians and people with lived expertise may contribute through presentations, facilitated discussion and sharing of perspectives.

The Practice Facilitator supports the delivery of a safe, engaging and collaborative learning environment for trainees participating in the PCYP course and Community of Practice. The facilitator supports the trainee-led nature of the program through facilitation, discussion moderation and liaises with guest presenters, Course Coordinator, Director of Workforce Development and the RANZCP.

The Practice Facilitator will also provide input into the review and revision of course materials for the didactic component of learning, and from time to time be required to attend course administration and committee meetings.

About Knowledge Translation

The Knowledge Translation division drives workforce and service development in youth mental health at local, state-wide, national and global levels. Comprising 5 program areas, it aims to be a world leader in youth mental health resources, training, education and service support.

POSITION FOCUS

	Key responsibility area	Percentage
1	Facilitation and Learning Delivery	70%
2	Stakeholder Engagement	10%
3	Program Coordination and Administration	10%
4	Improvement and Quality Assurance	10%

POSITION KEY RESPONSIBILITY AREAS

1. Facilitation and Learning Delivery

- Facilitate weekly Community of Practice sessions and moderate group discussions.
- Create a safe, inclusive and respectful environment that encourages participation, reflection and shared learning.
- Encourage connections between educational content, clinical practice and trainees' experiences.
- Draw out different perspectives and facilitate discussion while maintaining a balance between structured education and trainee-led learning.
- Review lectures/content in the Professional Certificate online course, and update as required.

2. Stakeholder Engagement

- Work with the RANZCP Subcommittee of Youth Psychiatry to invite guest presenters and support the development of the session program.
- Liaise with the Professional Certificate of Youth Psychiatry Course Coordinator and RANZCP to support the smooth delivery of the program.

3. Program Coordination and Administration

- Review trainees' make-up attendance activities.
- Support the development and coordination of Community of Practice session content and presenters.

4. Improvement and Quality Assurance

- Contribute to the ongoing review and development of the Community of Practice.
- Provide feedback and recommendations to the PCYP Course Coordinator and relevant stakeholders to enhance program effectiveness.

EDUCATION / QUALIFICATIONS

Essential	Senior psychiatrist with significant (10+ years) experience in youth mental health
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EXPERIENCE / SKILLS

Experience / skills	- Experience in youth mental health and youth psychiatry. - Experience teaching/supporting medical or psychiatry registrar training programs. - Strong group facilitation, discussion moderation and interpersonal skills. - Ability to create a psychologically safe, respectful and inclusive learning environment. - Commitment to collaborative, reflective and trainee-led learning. - Ability to work collaboratively with trainees, presenters, RANZCP and Orygen staff. - Ability to facilitate discussion while allowing space for different perspectives and levels of experience. - Content development
Personal attributes	- Highly developed organisational, administrative and time management skills - A youth friendly, optimistic, and professional approach to work and a passion and commitment to achieving positive change in youth mental health. - Demonstrated ability to develop and maintain professional relationships and foster effective working relationships with key stakeholders. - Ability to work in a complex project environment, prioritizing own workload to meet competing deadlines. - Ability to work as part of a small team building open and transparent relationships.

KEY RELATIONSHIPS

Internal	- PCYP Course Coordinator - Director of Workforce Development
External	- Guest presenters - Royal Australian and New Zealand College of Psychiatrists (RANZCP) - Training participants

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. - A current Victorian driver's licence (desirable). - 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.

SAFETY, HEALTH AND WELLBEING RESPONSIBILITIES

Employees are required to comply with all workplace health, safety and wellbeing policies and procedures of Orygen.

In addition, employees are expected to:

- Promote and demonstrate Orygen's high standards in relation to health, safety and wellbeing, championing a culture of safety in the workplace.
- Take responsibility for their own safety, health and wellbeing and for their colleagues and others they work alongside, as far as they are able.
- Follow policies, training and guidelines related to Workplace health, safety and wellbeing, including reporting of unsafe work practices, incidents, hazards and near miss events.
- Be committed to promoting and protecting the safety and well-being of all children and young people and embedding safeguarding practices into all our programs and services.
- You may encounter sensitive information related to mental health as part of your work. Being aware of this and how it could affect you and planning accordingly is essential.

ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name	
Signature	
Date	