

SENIOR PROJECT MANAGER, NATIONAL PROGRAMS

OCTOBER 2026

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POSITION SUMMARY

Location:	Parkville/Hybrid		
Functional area:	National Programs		
Classification/ Salary:	\$140,000 - \$160,000 base pro rata commensurate with skills and experience + 12% super + access to \$15,900 NFP and meals/entertainment salary packaging		
Job level:	Level 5		
Reports to:	Chief of National Programs		
Employment type:	Part to full time (0.8 - 1.0 FTE)		
Employment length:	Contract until 30 June 2028		
Direct reports	5-7	Indirect reports	NA

POSITION PURPOSE STATEMENT

The Senior Project Manager is accountable for the strategic leadership, governance and delivery of a nationally significant youth mental health program within Orygen's National Programs team.

The role goes beyond delivering key project outputs. It leads and coordinates a team responsible for designing and developing guidance on the clinical operating model that underpins the program, and ensures every deliverable reflects that model.

The Senior Project Manager will work with Orygen program leads and external partners, including the Department of Health, Disability and Ageing, Primary Health Networks, youth mental health services, young people, families, and lived experience participants.

About National Programs

The National Programs team works across Australia to support the development, implementation, and quality improvement of key youth mental health services, including the Australian Early Psychosis Program (AEPP) and the transdiagnostic Youth Specialist Care Centres (YSCC). Working in close partnership with services delivering these models of care ("the network"), the team ensures that care delivered to young people is evidence-based, contemporary, and consistently high quality.

REVOLUTION IN MIND

The team leads and delivers the following core programs:

- **Workforce Development and Practice Support:** Builds capability across the youth mental health workforce through Communities of Practice, newsletters, and targeted site-level support such as needs assessments, training, reflective practice, and clinical consultation to strengthen service delivery across the network.
- **Events:** Coordinates and delivers virtual and in-person events for network staff and Primary Health Network (PHN) commissioners, facilitating knowledge exchange and cross-sector connection.
- **Fidelity Reviews:** Assesses services against the relevant evidence-based model of care, providing a structured findings report to support continuous improvement.
- **Research & Evaluation:** Contributes to the youth mental health evidence base through data analysis, research publication, and project evaluation.
- **Learning Management System (LMS):** Designs, develops, and maintains LMS housing resources, training materials, online modules, and network communication tools.

POSITION FOCUS

	Key responsibility area	Percentage
1	Project Delivery & Governance	35%
2	Advisory Group Coordination & Stakeholder Engagement	30%
3	Quality, Review & Reporting	15%
4	Team Coordination	20%

POSITION KEY RESPONSIBILITY AREAS

1. Project Delivery & Governance

- Lead the strategic planning and delivery of a complex national program, aligned to Orygen's strategy, funder expectations and sector priorities
- Translate contractual and strategic objectives into a prioritised roadmap, delivery model and governance structure
- Own the program plan, methodology and delivery milestones across multiple concurrent work packages
- Exercise delegated authority on program and delivery decisions within agreed scope, budget and risk parameters
- Resolve complex issues across workstreams, escalating only matters with significant contractual, reputational, financial or strategic implications
- Establish and lead the program governance framework, including decision-making processes, advisory structures, reporting cadence and quality assurance
- Identify opportunities to improve program design, delivery effectiveness and sector impact

2. Advisory Group Coordination & Stakeholder Engagement

- Act as senior point of contact for the Department of Health, Disability and Ageing, PHNs, state services, NGOs, peak bodies, advisory group members and Orygen executives
- Represent Orygen in complex discussions with government, commissioners and sector partners
- Influence and negotiate to align stakeholders on priorities, timelines, risks and deliverables

- Embed co-design and the meaningful involvement of young people, families and lived experience members, including remuneration and accessible papers
- Prepare and present strategic briefings, reports and recommendations for government, PHNs and senior leadership
- Work across Orygen divisions, particularly Research and Knowledge Translation, to ensure coherence and alignment
- Contribute frameworks, tools and ways of working that improve delivery across the National Programs portfolio
- Chair and facilitate an advisory group, including nominations, papers, minutes, and a register of interests.
- Manage communications with a clear understanding of audience, including preparing briefings, reports, and correspondence for government, PHNs, and senior leadership.

3. Quality, Review & Reporting

- Provide weekly written updates and attend regular meetings with the funder, covering progress, risks, issues and decisions needed.
- Apply impartiality and conflict of interest management requirements across the project.
- Own program-level risks, including stakeholder, contractual, reputational, quality and delivery risks
- Oversee internal and external review and approval processes so outputs meet agreed quality and accessibility standards
- Monitor delivery against contracted milestones and value-for-money expectations

4. Team Coordination

- Lead, manage and develop direct reports and specialist contributors, including scientific writers, clinical consultants, lived experience consultants and instructional designers
- Set team priorities, allocate resources and monitor workload against milestones and quality standards
- Provide supervision, coaching, performance feedback and professional development
- Build team capability, role clarity and shared ways of working across clinical, research, lived experience and design disciplines
- Lead the team through ambiguity, change and competing stakeholder expectations
- Foster a working environment that values collaboration, diversity, lived experience leadership and evidence-informed practice
- Manage program resources, budget inputs and expenditure tracking in line with contract requirements and organisational delegations.

EDUCATION / QUALIFICATIONS

Essential	• Tertiary qualifications in health management, public health, service design, psychology, social work, or related field.
Desirable	• Masters level qualifications

EXPERIENCE / SKILLS

Experience / skills	1. Project management and health system experience • Substantial experience managing complex, multi-stakeholder health or mental health projects for government.
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	• Experience developing or leading service models, models of care or operating models in a clinical or health setting • Experience engaging with government agencies, PHNs, NGOs and clinical services at a senior level • Experience undertaking a chair role and coordinating advisory or reference groups. • Experience working alongside young people, families or lived experience participants. 2. Technical skills • Ability to lead concurrent work packages and keep outputs consistent across a multidisciplinary team • Strong capability in project management methodologies, including planning, risk management and funder reporting. • Understanding of quality improvement, accessibility requirements, and conflict of interest management. • Strong written skills for papers, minutes and funder reports, with attention to detail. • Proven ability to deliver to tight, fixed deadlines. 3. Leadership and interpersonal skills • Strong ability to lead and develop multidisciplinary teams and work with senior leaders. • Ability to influence and advise senior leaders • Strong stakeholder engagement and facilitation skills, including with young people and families. • High-level written and verbal communication skills.
Personal attributes	• Thrives in a fast-paced setting. • Ability to operate with diplomacy, emotional intelligence, and cultural sensitivity. • Builds trust quickly with diverse stakeholder groups. • Genuinely values lived experience contributions and integrated these respectfully and meaningfully. • Can manage differing viewpoints constructively. • Remains calm and respectful in high pressure environments. • A collaborative and inclusive leader who builds trust across teams, partners, and stakeholders at all levels. • Strategic thinker with the ability to hold the big picture while remaining responsive to operational complexity and emerging challenges. • Clear and confident communicator, with the ability to adapt style and content for diverse audiences including government, clinicians, commissioners, and community. • Highly organized and adaptable, with a demonstrated ability to manage competing priorities and lead others through periods of change and ambiguity. • Committed to the meaningful involvement of people with lived experience in the design and delivery of mental health services.

KEY RELATIONSHIPS

Internal	• Executive Director • Chief of National Programs • Executive Leadership Team • National Programs Program Leads • National Programs Team • Knowledge Translation team • Director Policy and Engagement (including Youth, Lived Experience and First Nations engagement)
External	• Department of Health, Disability and Ageing • PHNs • Youth mental health services • Advisory group members, including lived experience participants • headspace National

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.
- 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.
- Out of hours, evening and/or weekend work may 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	[insert name]
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Signature	[insert signature]
Date	[insert date]