
PROJECT MANAGER - PRIME

OCTOBER 2026

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POSITION SUMMARY

Location:	Parkville/ hybrid		
Functional area:	Research		
Classification/ Salary:	\$82,000 - \$97,000 base commensurate with skills and experience+ 12% super + access to \$15,900 NFP salary packaging		
Job level:	2		
Reports to:	Head of Climate and Environment Research		
Employment type:	Part time (0.2 to 0.6FTE)		
Employment length:	12-month contract		
Direct reports	None	Indirect reports	4

POSITION PURPOSE STATEMENT

The Project Manager role offers an opportunity to contribute to innovative intervention research and initiatives at the intersection of climate change and youth mental health.

About Research and PRIME

Orygen research 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.

The **Platform for Research and Interventions in youth Mental health and the Environment (PRIME)** is a joint initiative of the University of Melbourne's School of Population and Global Health and Orygen, the Centre for Youth Mental Health (CYMH) in the Faculty of Medicine, Dentistry and Health Science.

REVOLUTION IN MIND

POSITION FOCUS

	Key responsibility area	Percentage
1	Project planning and delivery	50%
2	Research	25%
3	Collaboration and partnership	25%

POSITION KEY RESPONSIBILITY AREAS

1. Project planning and delivery Contribute to the successful delivery of the PRIME Project including ability to develop project plans, manage resources, and ensure timely completion within budget constraints.
2. Research - Contribute to the research and evaluation of the PRIME project, including assisting in project development, ethics applications, youth participation activities, data collection, and drafting reports and papers for publication. - Responsibility for the compilation of all documents required for ethics and governance submission as outlined by the relevant institution, including communication with ethics committees and personnel. - Under the direction of the Chief Investigator effectively manage data to facilitate accurate research project conclusions, including provision of advice relating to construction and design of database systems and the management of project data input.
3. Collaboration and partnership - Collaborate effectively with University of Melbourne internal stakeholders, PRIME affiliated organisations and external partners such as government agencies, non-profit organizations, peak professional bodies and industry. - Build and maintain strong partnerships to advance PRIME objectives and maximize impact. - Co-lead the delivery of the PRIME project in partnering organisations, including project and administrative support for the Chief Investigators/Leads, and operational support for implementation of the Advisory Group.

EDUCATION / QUALIFICATIONS

Essential	Tertiary qualification in a relevant discipline such as health, psychology, nursing, allied health, public policy or a related field.
Desirable	A postgraduate qualification or experience in a relevant discipline such as public health, health promotion or other.

EXPERIENCE / SKILLS

Experience / skills	• Demonstrated project and/or research experience in climate change, mental health, youth engagement or related areas. • Demonstrated experience in designing, implementing and monitoring research projects including developing ethics applications, collecting data and analysing data, using evidence to conduct research and evaluation. • Highly developed administrative skills including organising and documenting meetings (e.g. support project leads with establishing an advisory group), maintaining project records etc. • Demonstrated scientific writing skills and experience. • Experience in the health sector. • Experience in delivering interventions and/or research with young people.
Personal attributes	• Proven ability to build and maintain partnerships with internal and external stakeholders. • Excellent communication and interpersonal skills, with the ability to collaborate effectively across disciplines and with diverse stakeholders.

KEY RELATIONSHIPS

Internal	• Corporate and enabling functions, including Finance, People, Communications and IT • DSAM
External	• The University of Melbourne, Centre for Youth Mental Health • The University of Melbourne, Melbourne School of Global and Population Health • Stanford University

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 driver's licence • 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. • Occasional 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, quality and wellbeing policies and procedures of Orygen. In addition, employees are expected to:

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- Take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions and cooperate with Orygen's health, safety and wellbeing requirements.
- Champion a culture of safety and wellbeing by following relevant policies, procedures, training and guidelines, and promptly reporting incidents, hazards, near misses and safety concerns.
- Deliver work in accordance with Orygen's quality standards, clinical and practice guidelines governance, regulatory requirements, and continuous improvement processes.
- Contribute to culturally safe, respectful and inclusive workplaces and services, and support the safety, wellbeing and safeguarding of all children, young people and families engaged with Orygen.
- Recognise that work may involve exposure to sensitive information and potentially distressing content, including information related to mental health, and take steps to monitor and manage its impact on their own wellbeing.

ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name	[insert name]
Signature	[insert signature]
Date	[insert date]