

Position Title: Redevelopment Project Officer

Campus: Ballarat

Directorate: Redevelopment & Infrastructure

Department: Redevelopment

Reporting to: Redevelopment FFE Manager

Direct Reports: Nil

Appointment Terms/Conditions:

Classification and Code: Admin Grade 4 (HS4)

Enterprise Agreement: Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

The \$655 million Ballarat Base Hospital Redevelopment - Ballarat's biggest infrastructure project - is underway.

The redevelopment will deliver a new multi-level tower and main entrance off Sturt Street, a new emergency department with an integrated mental health, alcohol and other drugs hub, a new helipad, a new women and children's hub and an extra 100 inpatient and short stay beds. Once completed, the upgraded hospital will have the capacity to treat at least 18,000 more emergency patients and an extra 14,500 inpatients per year.

Construction of the final stage is underway and is on track for completion in 2027.

The Project Officer will report to the Redevelopment FFE Manager, predominantly supporting the planning and execution of the fittings, furniture and equipment (FFE) portfolio for the project but also managing additional portfolios of work such as signage, wayfinding and artwork.

The Project Officer will provide professional expertise and project management assistance in relation to the Ballarat Base Hospital Redevelopment works as undertaken and delivered by Grampians Health (GH). This role is responsible with assisting the management and implementation of the project on time, to scope and within budget whilst fostering a positive workplace culture.

The role represents the GH Ballarat Base Hospital Redevelopment project team in providing assistance to successfully manage and deliver this infrastructure project.

KEY ACCOUNTABILITIES

Operational Responsibilities

- Project Officer provides assistance for the delivery of the project to meet project objectives, budget and stakeholder expectations. Responsibilities include discrete components of the following:
 - Provide project management assistance with the full project life cycle to meet project deliverables.
 - Researching, stakeholder engagement, consultant & contractor management, resourcing, scheduling and scope & budget control.
 - Provide assistance with the procurement process, including effective oversight and administration of contracts.
 - Participate actively within project meetings to ensure the best outcomes for GH is achieved; including the completion of reporting requirements.
 - Monitor and report on the project progress and ensure the delivery of project objectives including but not limited to time, budget, scope and quality.
- Provide assistance to ensure all projects are delivered in accordance with the Australian Council on Health Care Standards, Legislative requirements, Department Guidelines, Australian Standards, Building Codes and any other standard or guideline applicable to health service.
- Assist with the development and review of processes and the application of new technology to enhance the productivity, quality and effectiveness of the project team and their requirements.
- Proactively provide support to identify and resolve emerging risks, issues and trends impacting the successful delivery of the project.
- Proactively build and maintain positive relationships with key stakeholders to foster a collaborative approach.

- Keep accurate and complete records of project documentation in accordance with the GH record keeping policy.

Risk Management & Compliance

- Potential risks, incidents and near misses are reviewed, documented and responded to appropriately. Team members are educated on risks associated with the department/ workplace.
- Assist the review and legislative compliance of Policies & Procedures relevant to the team.
- Assist to ensure all project works are compliant with federal, state and OHS legislation and guidelines.
- Ensure compliance with the Department of Treasury & Finance Asset Management Accountability Framework.
- Issues that may affect business continuity may require attention / attendance during nonstandard work hours, if required.

People

- Clearly communicate position and behavioural expectations to team members and proactively resolve conflicts and sensitive issues to support a positive, person centered culture.

Stakeholder Engagement

- Collaborate with relevant stakeholders to develop, implement and review health service planning and quality improvement activities (where relevant).

General

- Demonstrate sound understanding of the principles of quality, safety and risk management.
- Adherence to infection control policies and procedures as identified in the GH Infection Control Manuals;
- Participation in the GH integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues;
- Ad-hoc duties as requested.

KEY SELECTION CRITERIA

Qualifications and experience

- Tertiary qualification in Construction/Project Management, Engineering, Trade Background or equivalent.
- Minimum of two years' experience working in one of the above industries or equivalent is desirable.
- Diploma (or equivalent) in Project Management is desirable.
- Demonstrated experience in managing a diverse workforce including consultants, technical personnel, contract and trades people and ability to build a successful team.
- Demonstrated experience in managing infrastructure projects, financial budgets and works programs.
- Previous experience in healthcare or alike organisation would be highly regarded, but not essential.

Technical/Professional Knowledge and Skills

- Demonstrated working knowledge and understanding of applicable standards, codes and regulations; broad based knowledge of facilities systems and facilities trades personnel.
- Demonstrated ability to provide effective assistance in developing and finalising procurement activities.
- **Project management:** demonstrated achievements in providing assistance to manage projects with various partners and stakeholders; including assisting with the production of detailed project plans where objectives are clearly defined and action steps for achieving them are clearly specified; capacity to synthesise project status and provide timely reports; monitors performance against objectives and manages project risks and issues.
- **Formal Presentation:** Presenting ideas effectively to individuals or groups when given time to prepare; delivering presentations suited to the characteristics and needs of the audience.
- **Planning & Organising:** Establishing courses of action for self and others to ensure that work is completed efficiently.
- **Facilitating Change:** Encouraging others to seek opportunities for different and innovative approaches to addressing problems and opportunities; facilitating the implementation and acceptance of change within the workplace.

Work Environment

- Predominantly located at the Ballarat Base Hospital site with the ability to work remotely from time to time.

Personal attributes

- **Adaptability:** Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.
- **Initiating Action:** Taking prompt action to accomplish objectives; taking action to achieve goals beyond what is required; being proactive.
- **Work Standards:** Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed.
- **Stress Tolerance:** Maintaining stable performance under pressure or opposition (such as time pressure or job ambiguity); handling stress in a manner that is acceptable to others and to the organization.
- **Innovation:** Generating innovative solutions in work situations; trying different and novel ways to deal with work problems and opportunities.

Interpersonal Skills

- **Building Strategic Working Relationships:** Developing and using collaborative relationships to facilitate the accomplishment of work goals. Strong interpersonal skills and demonstrated ability to communicate with a diverse range of stakeholders including staff, media and external organisations.
- **Negotiation:** Effectively exploring alternatives and positions to reach outcomes that gain the support and acceptance of all parties.

- **Communication:** Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols and orders.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.