

Position Title: Redevelopment Project Officer

Campus: Ballarat

Directorate: Redevelopment & Infrastructure

Department: **Redevelopment**

Reporting to: Redevelopment Services Engineer

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 Redevelopment Project Officer provides coordinated technical, project, commissioning, and stakeholder support across the full lifecycle of the hospital redevelopment program. Reporting to the Redevelopment Services Engineer, the role ensures project documentation, reporting, compliance, commissioning activities, defect management, technical coordination, and stakeholder engagement are delivered effectively to support the successful delivery of the Ballarat Base Hospital Redevelopment.

KEY ACCOUNTABILITIES

Responsibilities

- Support the Redevelopment Directorate through all phases of the Ballarat Base Hospital Redevelopment Project, ensuring scope, schedule, technical quality, and stakeholder requirements are met.
- Prepare and contribute to monthly project reports and dashboards, tracking progress, risks, issues, and key engineering deliverables.
- Provide coordinated engineering and project support, including preparing technical documentation, correspondence and project close out activities.
- Maintain project registers, engineering systems, and document control platforms to ensure accurate and compliant records.
- Coordinating and manage low risk or minor works packages and defect rectification, supporting internal stakeholders, consultants, and contractors.
- Coordinate and attend witness testing activities, including scheduling, liaising with hospital departments, supporting test documentation, and ensuring operational and technical requirements are met during commissioning.

Risk, Compliance & Safety

- Identify, document, and help resolve emerging technical risks, issues, incidents, and near miss events.
- Ensure all project activities comply with legislation, Australian Standards, Building Codes, and health infrastructure guidelines.
- Assist in responding to construction related incidents or disruptions, supporting safe and coordinated emergency actions when required.
- Participate in GH risk management and continuous improvement processes by identifying and managing risks and communicating improvement opportunities.
- Follow all infection control policies and procedures as outlined in the GH Infection Control Manuals.

Team & Stakeholder Collaboration

- Communicate role and behavioural expectations clearly and help manage conflicts or sensitive issues to support a positive, collaborative, and person centred culture.
- Build and maintain strong relationships with internal departments, clinical teams, contractors, consultants, and external agencies.
- Support all members of the Redevelopment team and perform ad hoc tasks as required to assist project delivery.
- Make decisive decisions, confidently supporting them with relevant data when required, and maintain composure under pressure.
- Adaptable and effective during changing project requirements, including the ability to work variable start and finish times and weekend works.

KEY SELECTION CRITERIA

Qualifications

- Qualification in a technical area that supports building operations such as electrical or mechanical engineering, biomedical, ICT, or an electrical/electronics trade.

Experience & Skills

- Minimum two years experience in construction, technical support services or facilities management would be highly regarded. Graduates with relevant placement or work experience are encouraged to apply.
- Project management experience or exposure to project delivery environments.
- Experience working with and fault finding across technical building systems (e.g. ICT networks, building management or control systems, electronics / electrical, critical infrastructure technologies).
- Experience in stakeholder intensive, complex environments such as healthcare, local councils, airports, data centres, universities, telecommunications, power and water utilities, or correctional facilities
- Experience using project monitoring and reporting tools.
- Demonstrated ability to research and develop technical tasks and project activities.
- Strong planning, organisation, and prioritisation abilities.

Work Environment & Personal Capabilities

- Able to work on site at the Ballarat Base Hospital, including regularly attending construction areas and completing duties outside the office in a range of environmental conditions (such as hot, cold, dusty, wet, daytime or nighttime environments)
- Adaptable and effective during changing project requirements. There may be times where weekend or after hours shifts are required (entitlements as per EBA). The redevelopment team strive for work life balance and work collaboratively together to achieve this.
- Demonstrated ability to work reliably under pressure, tight timelines, and competing demands.
- Able to develop practical and innovative solutions to technical and project challenges.

Interpersonal & Communication Skills

- Demonstrated ability to build strong working relationships and collaborate effectively with a wide range of stakeholders.
- Proven communication skills, with the ability to convey information clearly and appropriately across written, verbal and digital formats.
- Strong negotiation capability, engaging constructively to support mutually beneficial outcomes.

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.
- 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.