

Position Title: Project Manager

Campus: All

Directorate: Redevelopment & Infrastructure

Department: Capital Projects

Reporting to: Senior Program Manager - Delivery

Direct Reports: Nil

Appointment Terms/Conditions:

Classification and Code: Admin Grade 5 (HS5)

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 Project Manager will provide leadership, professional expertise and project management in relation to capital infrastructure projects undertaken and delivered by Grampians Health (GH). This role is responsible for the management and implementation of relevant GH projects on time, to scope and within budget whilst fostering a positive workplace culture.

The role represents the GH Capital Projects Team to successfully manage and deliver capital infrastructure projects.

KEY ACCOUNTABILITIES

Operational Responsibilities

- Project manage the delivery of capital infrastructure projects to meet project objectives, budget and stakeholder expectations. Responsibilities include:
 - Manage and oversee the full life cycle of projects to meet project deliverables, including planning and design activities.
 - Researching, stakeholder engagement, consultant & contract management, resourcing, scheduling and scope & budget control.
 - Manage the procurement process, including effective oversight and administration of contracts.
 - Participate actively within project meetings to ensure the best outcomes for Grampians Health 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.
- Ensure all projects are delivered in accordance with the Australian Council on Health Care Standards, Commonwealth Aged Care Certification, Legislative requirements, Department Guidelines, Australian Standards, Building Codes and any other standard or guideline applicable to health service.
- Assist with the development and review policies, procedures, standards and the application of new technology to enhance the productivity, quality and effectiveness of the project team and their requirements.
- Proactively 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 recording 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.
- Responsible for the review and legislative compliance of Policies & Procedures relevant to the team.
- 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.
- Contribute and participate in the Hospital Emergency Management and Business Continuity Plan and deliver on responsibilities, if required.
- 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 or a Trade Background.
- Minimum of five years' experience working in one of the above industries or equivalent.
- Diploma (or equivalent) in Project Management is desirable.
- Demonstrated experience in leading and managing a diverse workforce including consultants, technical personnel, contract and trades people and ability to build a successful team.
- Demonstrated experience in managing facility infrastructure and capital 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

- Comprehensive working knowledge and understanding of applicable standards, codes and regulations; broad based knowledge of facilities systems and facilities trades personnel.
- Demonstrated ability to develop and finalise procurement activities.
- **Project management:** demonstrated achievements in managing projects with various partners and

stakeholders; including 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

- Work across Grampians Health and across a range of facilities. The ability to work remotely will be required 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.
- 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.