

**Position Title:** Clinical Project Officer

**Campus:** Ballarat

**Directorate:** Service Improvement

**Department:** Clinical Innovation and Service Development

**Reporting to:** Manager, Clinical Innovation

## Appointment Terms/Conditions:

**Classification and Code:** CAPR 3 Clinical Nurse Consultant A-B depending on years of experience as a Nurse Consultant or Allied Health professional equivalent

**Enterprise Agreement:** As per professional discipline

## 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](http://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.

<b>Collaboration</b>	<b>Compassion</b>	<b>Accountability</b>	<b>Respect</b>	<b>Innovation</b>
<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 Clinical Project Officer is responsible for working alongside Senior Project Officer's on improvement initiatives across Grampians Health (GH) and the Grampians Local Health Service Network (GLHSN), overseeing the end-to-end delivery of complex projects that enhance clinical services, improve patient outcomes, and embed sustainable, innovative, and cost-effective models of care. This position provides a unique opportunity for clinical Nurses, or Allied Health Professionals to apply their clinical expertise to a project setting within their scope of practice.

Using evidence-based improvement methodologies and change management principles, the Clinical Project Officer facilitates collaboration, guides multidisciplinary teams, and ensures alignment with organisational priorities.

## **KEY ACCOUNTABILITIES**

- Support the Senior Project Officer with a degree of autonomy with clinical project planning, timelines, reporting, and performance tracking to ensure successful delivery of improvement initiatives.
- Using your clinical knowledge and expertise, collaborate with key stakeholders to design and implement integrated service models that support safe, effective, efficient, and patient-centred care.
- Build and maintain positive working relationships with staff, consumers, and external partners to support project outcomes.
- Under the direction of the Senior Project Officer/s or Manager Service Improvement, consider funding requirements and optimise resource use to enable innovation.
- Apply Co-Design principles to develop services that reflect consumer needs and preferences across the Grampians region.
- Support governance processes to implement, monitor, and evaluate service key performance indicators (KPIs).
- Develop marketing and communication strategies to engage community and health service stakeholders.
- Take direction and collaborate with the Senior Project Officer, or Manager Clinical Innovation and escalate any high-level challenges as required to inform decision making or operational guidance.
- Liaise with the Department of Health and Safer Care Victoria to align project objectives with statewide priorities.

## **KEY SELECTION CRITERIA**

### **Essential**

- Tertiary qualification and current registration in a health discipline (e.g. Nursing, Allied Health)
- A strong mindset for clinical innovation, project management, or being a change champion in health services.
- Demonstrated success in delivering measurable outcomes within complex health systems.
- Strong collaboration and stakeholder engagement skills, with the ability to build effective relationships across multidisciplinary teams with health services, consumers, external partners.
- Knowledge of health system trends, standards, and emerging service delivery issues.
- Ability to influence, negotiate, and champion change across diverse groups.
- Conceptual thinker with a solutions-focused mindset and innovative capability.
- Resilience under pressure, with professionalism and commitment to team wellbeing.
- Ability to maintain stable performance under pressure, manage ambiguity, and handle stress in a manner that supports team and organisational wellbeing.
- Understanding of Victorian public health sector policies and funding guidelines.
- High personal integrity, accountability, and professional standards.
- Effective communicator across written, verbal, and digital platforms.
- Ability to adapt quickly and work independently to meet deadlines

### **Desirable**

- Postgraduate qualifications in project management, improvement, health leadership, governance, or public health.

- Experience applying Institute for Healthcare Improvement (IHI) and Safer Care Victoria (SCV) frameworks, including methodologies such as Lean, Six Sigma, and PDSA.
- Understanding of new and emerging models of care including integrated, home-based care, digital and patient-centred approaches.
- Awareness of digital health and telehealth platforms and their role in improving access, continuity, and efficiency of care

## **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.