Grampians Health

**Position Title:** Redevelopment Project Officer (Completions)

**Campus:** Ballarat

**Directorate:** Redevelopment & Infrastructure

**Department:** **Redevelopment**

**Reporting to:** Redevelopment Services Engineer

**Direct Reports:** None

## Appointment Terms/Conditions:

**Classification and Code:** Admin Grade 4 (HS4)

**Enterprise Agreement:** Victorian Public Health Sector (Health Professionals, Health and Allied Services, Mangers 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***<br><br>*We are stronger together.* | ***Compassion***<br><br>*We show that we care.* | ***Accountability***<br><br>*We do what we say and say what we do.* | ***Respect***<br><br>*We appreciate and value all people.* | ***Innovation***<br><br>*We adapt and innovate to achieve best outcomes.* |
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| 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 (Completions) is responsible for coordinating and managing completion activities across the project, including defects management, warranty administration, planned maintenance, contractor access and inductions, training coordination, building performance testing, seasonal commissioning, and Final Completion activities.

Acting as the central point of coordination between the State, Builder, consultants, subcontractors, maintainers and operational stakeholders, the role ensures that all outstanding project obligations, training requirements, compliance activities and operational handover commitments are effectively planned, tracked and closed out. The position plays a key role in supporting a smooth transition from project delivery into ongoing operations and ensuring the successful achievement of Final Completion to ensure the best possible outcome for the Ballarat community and Grampians Health.

In addition to completion responsibilities, the role will provide broader project support as required, assisting with general project coordination, stakeholder engagement, reporting, administration, and other redevelopment activities to support the successful delivery of the project.

## KEY ACCOUNTABILITIES

### Responsibilities

- Support the Redevelopment Directorate across all phases of the Ballarat Base Hospital Redevelopment, ensuring project scope, schedule, quality and stakeholder requirements are met.
- Coordinate defects management, warranty obligations, planned maintenance and completion activities.
- Manage contractor access, inductions, SitePass requirements and site compliance processes.
- Coordinate contractor attendance, inspections, witness testing, building performance testing, architectural testing and seasonal commissioning activities.
- Coordinate and track operational, maintenance and contractor delivered training programs.
- Maintain project registers, records and reporting, including supporting project dashboards, documentation and close out activities.
- Liaise with contractors, consultants, hospital departments and project stakeholders to facilitate project delivery and minimize operational impacts.
- Coordinate minor works, defect rectification and other project activities as required
- Provide coordinated engineering and project support, including preparing technical documentation, correspondence and project close out activities.
- Provide broader project support, including project coordination, stakeholder engagement, reporting, administration and redevelopment related activities.

#### 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 Building Trades, Project Management, Architecture, Construction, Biomedical or Engineering (Mechanical or Electrical streams only).

**Experience & Skills**

**Key Requirements**:

- Proficient in the Microsoft Office Suite, including Word, Excel, Outlook, and PowerPoint.
- Demonstrated strong planning, organisational, and prioritisation skills, with the ability to manage competing deadlines.
- Proven experience coordinating and engaging with multiple stakeholders across diverse teams.
- Experience managing construction or maintenance activities, including inspections, contractor coordination, site access arrangements, and scheduling of works.

**Preferred Experience:**

- 3-5 year's experience in project coordination, facilities management, construction administration, defects management or capital project roles. Graduates with relevant placement or work experience are encouraged to apply.
- Exposure to healthcare, government or major infrastructure projects.
- Experience working with contractor management platforms would be beneficial

**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.
- 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.