

Position Title: Senior ICT Project Lead – Redevelopment

Campus: Grampians Health Ballarat

Directorate: Chief Finance Office

Department: Digital Health

Reporting to: Direct: Redevelopment ICT Program Manager

Direct Reports: Nil

Appointment Terms/Conditions:

Classification and Code: HS6

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

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 woman 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, which includes the new hospital tower. The redevelopment is on track for completion in 2027.

Senior ICT Project Lead, in conjunction with the Redevelopment ICT Program Manager, will support a significant program of work to plan, design and implement technology work packages that enable the delivery of the Ballarat Base Hospital Redevelopment (BBHR), operational commissioning and service readiness on time, within scope and within agreed budget parameters.

The Senior ICT Project Lead will work closely with the Redevelopment ICT Program Manager, BBHR project team, operational commissioning team, Digital Health teams, the Capital team, Victorian Infrastructure Delivery Authority (VIDA Health), the builder, consultants, contractors and other key stakeholders across Grampians Health to coordinate and deliver technology work packages that support operational readiness and commissioning of the Ballarat Base Hospital Redevelopment.

To be successful in this role, you will be a high-performing team member with strong analytical, problem-solving, project management and communication skills. You may offer specialist skills in ICT infrastructure delivery, digital health systems, health service operational commissioning, stakeholder consultation or technology implementation within a complex redevelopment environment.

KEY ACCOUNTABILITIES

The principal function of this role is to support the Redevelopment ICT Program Manager in planning, coordinating and delivering BBHR technology work packages that enable operational commissioning, service readiness and successful transition to business-as-usual Digital Health support, incorporating the below:

- Manage assigned BBHR ICT projects and technology work packages in accordance with agreed scope, schedule, budget, quality, risk and governance requirements.
- Support the Redevelopment ICT Program Manager to translate BBHR operational commissioning requirements into practical ICT project plans, deliverables, milestones and implementation activities.
- Coordinate the planning, design, procurement, implementation, testing and handover of technology work packages required for the Ballarat Base Hospital Redevelopment.
- Work collaboratively with Digital Health teams, the Capital team, VIDA Health, the builder, consultants, contractors and other key stakeholders to ensure ICT deliverables are integrated with the broader redevelopment program.
- Develop and maintain project documentation including project plans, work package schedules, status reports, risk and issue logs, decision registers, resource requirements, implementation plans and post-implementation reviews.
- Monitor project dependencies, interfaces, resource demands and competing priorities across BBHR ICT workstreams, escalating risks and issues to the Redevelopment ICT Program Manager as required.
- Coordinate vendor, consultant and contractor activities to ensure technology solutions are delivered safely, efficiently and in accordance with agreed requirements, standards and contractual obligations.
- Contribute technical and project management advice to support BBHR design reviews, commissioning planning, readiness activities, defect resolution and transition-to-operations planning.
- Support financial tracking, procurement activities and expenditure monitoring for assigned work packages within approved budget parameters and delegated authority.
- Prepare clear and timely project updates, briefings, reports and papers for relevant BBHR governance forums, working groups and steering committees.
- Work with Digital Health operational teams to ensure support models, documentation, asset information, training requirements and BAU transition arrangements are in place prior to go-live.
- Manage fluctuations in workload and competing priorities while maintaining a collaborative, accountable and delivery-focused approach.

Stakeholder Engagement

- Build and maintain effective, and influential, working relationships across Grampians Health to facilitate information flow and the achievement of objectives;
- Facilitate effective collaboration with internal and external stakeholders that is outcome focussed

KEY SELECTION CRITERIA

Qualifications

- Tertiary qualification in Project Management, Business, Information Technology, Health Informatics or a related discipline, and/or relevant equivalent experience in complex ICT project delivery.
- Project management qualifications such as PRINCE2, PMP, Agile/Scrum or similar are highly desirable, or a demonstrated commitment to obtaining formal project management certification.
- Demonstrated experience managing ICT, digital health, infrastructure or technology-enabled projects in a large, complex organisation, preferably within a health service, major capital works or redevelopment environment.
- Experience supporting operational commissioning, service readiness, transition to operations or implementation of technology work packages within a multi-disciplinary project environment would be highly advantageous.
- ITIL certification, procurement experience, contract/vendor management experience or knowledge of health ICT service management practices would be an advantage.

Technical/Professional Knowledge and Skills

- Advanced capability using Microsoft Office and project collaboration tools, including Microsoft Project, Teams, Word, Excel, PowerPoint, SharePoint and Visio, to support planning, reporting, governance and stakeholder communication.
- Strong project management capability, including the ability to develop detailed project plans, define scope and deliverables, manage milestones, monitor risks and issues, coordinate dependencies and provide timely reporting against agreed objectives.
- Demonstrated understanding of ICT infrastructure, digital health systems, integration requirements, clinical and corporate technology environments, and the importance of operational readiness in a health service setting.
- Ability to coordinate technology work packages across design, procurement, implementation, testing, commissioning, handover and transition-to-operations activities.
- Strong planning and organising skills, with the ability to prioritise competing demands, manage ambiguity, maintain documentation quality and support delivery within agreed scope, budget and timeframes.
- Demonstrated ability to support change, innovation and continuous improvement by engaging stakeholders, identifying practical solutions and facilitating adoption of new technologies, processes and support models.

Work Environment

- Work on site with the ability to work remotely as required.
- Reliable transport and the ability to work between various worksites across Grampians Health.

Personal attributes

- **Adaptability:** Maintains effectiveness in a complex redevelopment and operational commissioning environment where priorities, dependencies and delivery requirements may change quickly.

- **Initiative:** Takes proactive action to progress project deliverables, resolve issues, clarify requirements and support the Redevelopment ICT Program Manager in achieving program outcomes.
- **Accountability and Work Standards:** Demonstrates high standards of quality, accuracy and follow-through, accepting responsibility for assigned work packages and ensuring commitments are met.
- **Resilience:** Maintains stable performance, sound judgement and professional conduct when managing time pressure, ambiguity, competing stakeholder expectations or project delivery challenges.
- **Collaboration:** Works constructively with Digital Health teams and other stakeholders to support shared outcomes.

Interpersonal Skills

- **Building Strategic Working Relationships:** Develops and maintains effective relationships to facilitate the accomplishment of work goals.
- **Communication:** Clearly communicates project information, risks, issues, decisions and progress through written reports, briefings, meetings and governance forums in a way that supports informed decision-making.
- **Consultation and Negotiation:** Confidently consults with internal and external stakeholders, explores options and supports practical resolution of project issues, competing priorities and delivery constraints.
- **Influence:** Uses evidence, technical understanding and stakeholder insight to influence outcomes, support alignment and contribute to successful operational commissioning and transition to BAU support.

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.