

**Position Title:** Senior Clinical Project Officer

**Campus:** Ballarat

**Directorate:** Service Improvement

**Department:** Clinical Innovation

**Reporting to:** Manager, Clinical Innovation

### Appointment Terms/Conditions:

**Classification and Code:** NM5B (Nurse) or Allied Health or Medical Scientist Equivalent

**Enterprise Agreement:** 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 Senior Clinical Project Officer is a member of the Clinical Innovation team, responsible for leading complex, strategic improvement initiatives across Grampians Health (GH) and the Grampians Local Health Service Network (GLHSN). Reporting to and supporting the Manager of Clinical Innovation, this role provides expert leadership in the design, delivery, and evaluation of projects that enhance clinical services, improve patient outcomes, and embed sustainable, innovative, and cost-effective models of care.

As a strategic Senior Clinical Project Officer, this position works closely with senior leaders, governance committees, and multidisciplinary stakeholders to assess service needs, develop project plans, and evaluate financial and workforce implications. The role ensures alignment with organisational and statewide priorities, while also driving research, innovation, and service improvement activities. In addition, the Senior Clinical Project Officer mentors project team members and supports leadership development across the department.

## **KEY ACCOUNTABILITIES**

- Lead the strategic design, delivery, and evaluation of complex improvement projects across Grampians Health and the Grampians Local Health Service Network.
- Advise senior leaders and governance committees on clinical service redesign, diagnostic insights, implementation strategies, and sustainable care model development to support system-wide improvement.
- Oversee project planning, performance tracking, and reporting across multiple initiatives, ensuring alignment with organisational and statewide priorities.
- Drive innovation, research, and service improvement activities that support system-wide transformation.
- Build and maintain stakeholder relationships across health services, leadership teams, funding bodies, and consumer groups to enable collaborative change.
- Lead Co-Design and consumer engagement to ensure services reflect community needs and preferences.
- Advise governance groups on key performance indicators (KPIs), risk mitigation strategies, and evaluation frameworks.
- As the Senior Clinical Project Officer, mentor and develop project team members, including Clinical Project Officers fostering leadership capability and a culture of continuous improvement.
- Under the direction and delegation of the Manager, Clinical Innovation and Director Service Improvement hold a level of responsibility for projects or improvement initiatives. Escalate high level matters as required.
- Represent project initiatives at governance committees and chair working group meetings to ensure coordination, issue resolution, and alignment with strategic objectives.
- Liaise with the Department of Health, Safer Care Victoria, and other agencies to influence policy and promote regional innovation.

## **KEY SELECTION CRITERIA**

### **Qualifications**

- Tertiary qualification and current registration in a health discipline (e.g. Nursing, Allied Health, Medical Scientist), with significant experience in health service improvement.
- Qualifications in project management, health leadership, governance, public health, or service improvement desirable

### **Technical/ Professional Knowledge and skills**

- Proven success leading complex projects or change initiatives within large or multi-site health systems.
- Strong stakeholder engagement and consultancy skills, with the ability to influence senior leaders, governance groups, and multidisciplinary teams.
- Demonstrated ability to deliver measurable outcomes through service redesign, innovation, and strategic planning.
- High-level understanding of health system trends, funding models, and emerging models of care.
- Skilled in Co-Design, consumer engagement, and navigating diverse stakeholder environments.
- Excellent communication skills across written, verbal, and digital platforms, including proficiency in Microsoft 365.
- Demonstrated strong improvement capability and competence in applying recognised improvement frameworks, including the Institute for Healthcare Improvement (IHI) and Safer Care Victoria (SCV) improvement methodology.
- Understanding of integrated, home-based, digital, and patient-centred models of care.
- Familiarity with innovative digital health systems and platforms.
- Proven ability to mentor teams and support leadership development.

#### **Personal attributes**

- Conceptual thinker with a solutions-focused mindset and innovative capability
- Resilience under pressure, adaptability, and a commitment to team wellbeing.
- Ability to work independently, manage ambiguity, and meet deadlines.

### **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 a 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.