

# Position Description

<b>Position Title</b>	Project Manager
<b>Position Number</b>	30010938
<b>Division</b>	Innovation & Digital Services
<b>Department</b>	Innovation and Digital Services (Shared Services)
<b>Enterprise Agreement</b>	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021-2025 OR Nurses and Midwives (Victorian Public Sector) Single Interest Employer Agreement 2024-2028
<b>Classification Code</b>	HS6 or equivalent under relevant agreement
<b>Reports to</b>	Chief Digital Services Officer
<b>Management Level</b>	Tier 3 - Business Manager
<b>Staff Capability Statement</b>	Please click <a href="#">here</a> for a link to Staff Capability Statement

## Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition, more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

## Our Vision

Excellent Care. Every Person. Every Time.

## Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY – We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

## **Innovation and Digital Services**

The Innovation and Digital Services Division is charged with delivering technology solutions that deliver on our vision. As well as responsibility for the mainstream ICT services and support the division encompasses Research and Development, Innovation, ePR project, Project Management Office, Clinical Analytics and associated resources including the Chief Clinical Information Officers.

The Division leverages ICT technologies and expertise to provide the technical foundations for innovation and transformation of our clinical service delivery. Critical to this is the successful implementation of an ePR in the acute setting and the development of innovative ways to use the data this will create. The Division is instrumental in building a strong culture of utilising health informatics and using data to drive innovation.

## **The Position**

The Project Manager reports to the Chief Digital Services Officer and the Executive Director Medical Services and will work directly with the Pathology Transition and Digital Services project team. This position will be responsible for leading the transition of pathology services from a private contractor to a public provider. Services include the laboratory, collections and couriers.

## **Responsibilities and Accountabilities**

### **Key Responsibilities**

- Establish, maintain and manage appropriate project management documentation, including document libraries, status reporting, risk and issue register.
- Operationally manage a team to achieve quality project outcomes as well as the organisation's management protocols and responsibilities.
- Build strong partnerships, engage with stakeholders from multiple disciplines to facilitate collaboration and deliver outcomes.
- Independently manage and co-ordinate project activities, stakeholder meetings and other appointments and report against progress.
- Manage forecasting, monitoring, controlling and reporting on project timelines, resourcing and milestones.
- Identify and document potential project risks and provide recommendations for effective control strategies to minimise risk.
- Monitor risks over time and ensure mitigation strategies are implemented effectively.
- Manage and provide leadership to the project team, including generating motivation and encouraging performance in line with the project objectives and schedule.
- Liaise with and provide direction, as necessary, to project team members, executive, stakeholders and external resources to encourage communication and collaboration.
- Evaluate business process, anticipating requirements, uncovering areas for improvement and developing and implementing solutions.
- Build strong working relationships and obtain co-operation in achieving business objectives.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this Position Description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

## Generic Responsibilities

**Code of Conduct** - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the Code may constitute misconduct and/or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

**Compliance with policies and procedures** - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

**Occupational Health and Safety** - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to co-operate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

**Infection Control** - Every staff member has the responsibility to minimise incidents of infection/cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

**Confidentiality** - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

**Quality Improvement** - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

**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 socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this Position Description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

## Key Selection Criteria

### Essential

1. A tertiary qualification in Project Management, Business Management, or a related field.
2. Extensive Project Management experience in management and deliver of large complex or multidisciplinary projects.
3. Demonstrated ability to collaborate, develop and maintain effective business relationships with key stakeholders to influence and gain agreement to scope and project objectives.
4. Proven ability to effectively manage time and resources to meet timelines and scope.
5. Demonstrated ability to effectively identify, manage and mitigate risks to maintain the project objectives and timelines.

6. Excellent judgment with proven ability to identify problems and deal with challenging, complex, and difficult issues to develop solutions that meet the business objectives.
7. Demonstrated ability to conduct detailed planning, analysis and estimation in order to develop effective project plans, timelines and budgets.
8. Experience in working within a public health environment or pathology preferred.
9. Proven ability to confidently and courteously work with people at all levels to build strong working relationships and obtain co-operation in achieving business objectives.
10. Established organisational and time management skills with the ability to respond quickly and efficiently to demands, successfully manage competing priorities, maintain attention to detail and meet deadlines.

## Mandatory Requirements

**National Police Record Check** - A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

**Immunisation** - As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*This Position Description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*