

## Position Description

Position Title	Project Officer
Position Number	30010773
Division	Community and Continuing Care
Department	Transition Care Program and Residential in Reach
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative Grade 5
Classification Code	HS5
Reports to	Manager TCP, GEM@Home/RITH/RIR
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"><li>• National Police Record Check</li><li>• Drivers Licence</li><li>• Immunisation Requirements</li></ul>

## Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

## 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

## The Position

This Project Officer will focus on supporting the LMHN RIR teams to expand their service delivery into additional geographical areas to maximise opportunities for residential aged care residents to receive care

where they live, increasing opportunities to provide post hospitalisation support for those aged care residents at risk of unplanned readmission.

This will be responsible for overseeing data collection from each program, reviewing agreed implementation plan KPIs and developing relevant reports. The role will require regular stakeholder engagement and consultation.

## **Responsibilities and Accountabilities**

### **Key Responsibilities**

The Project officer will:

- Coordinate and deliver the project outputs as required
- Provide project and operational support, including monitoring and reporting on project plans, milestones and deliverables, to ensure time, cost and quality indicators are in line with approved project plans
- Undertake research and analysis in assigned project and operational areas and contribute to the preparation of the project and executive briefs to support informed decision making and planning
- Communicate with relevant stakeholders to provide updates regarding the project
- Provide a range of secretariat and administrative services, including coordinating meetings and preparing papers, to support operational and project management delivery
- Develop and maintain risk registers, GANTT charts and project budgets as directed and prepare reports including project and operational finance and risk issues
- Complete tasks associated with project evaluation, development and completion
- Travel as required across the region, supporting relevant project activities

## **Key Selection Criteria**

### **Essential**

1. Good understanding of Health Services in accordance with the stated performance objectives of a complex organisation involved in health care
2. Experience in working in projects and change processes, preferably within the health sector
3. Capacity to work with stakeholders including patients, staff and the community to ensure the continued delivery of safe and high-quality services
4. Strong analytical, conceptual and writing skills and the ability to prepare concise and timely briefs and reports
5. Ability to source and utilise a range of data to inform project planning and monitoring
6. Microsoft Word, Outlook, Excel and PowerPoint proficient
7. Ability to communicate effectively, network across health services and maintain positive working relationships
8. Ability to work autonomously, exhibiting good time management skills and demonstrated ability to work effectively in a team

## Desirable

9. Tertiary qualifications in a relevant health and/or business discipline
10. Post graduate qualifications in project management, business analysis or equivalent

## Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

*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.*