

POSITION DESCRIPTION

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| Position Title: | Project Manager - Digital Technology |
| Business Unit/Department: | Projects & Change |
| Division: | Digital Technology Services (DTS) |
| Award/Agreement: | Health & Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement |
| Classification: | Grade 4 – Level 1 to Level 5 (HS4 to HS29) |
| Reports To: | Senior Manager - Projects & Change |
| Direct Reports: | N/A |
| Date Prepared/Updated: | 10 November 2025 |

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| Position Purpose |
| <p>The Project Manager is responsible for planning and leading Digital Technology (DT) projects, from mandate through to completion. This role requires interaction with a wide range of internal and external stakeholders, most often managing projects relating to several sites simultaneously.</p> <p>The Project Manager is required to deliver the allocated projects to scope, budget, time and quality using the PRINCE2 project management framework. Stakeholder management and communications will be a substantial component of the role, as will monitoring and control to ensure expected outcomes.</p> |
| Business Unit Overview |
| <p>Western Health's (WH) DTS Division provides innovative, value adding and transformative digital technology solutions to everyday hospital business needs to enable increased productivity and effectiveness for WH staff and patients to ultimately deliver improved patient care.</p> <p>Purpose statement for DTS at WH:</p> <ul style="list-style-type: none"> • Providing responsive operational Service Delivery through proactive and consultative services that are focused on business requirements • Ensuring digital technology as a business enabler by providing a digital environment that supports the business environment and is response to business change • Aligning with business needs, business requirements and stakeholder requirements to deliver enhanced business capabilities • Provide 24/7 support of ICT infrastructure, software applications, communications (voice, data and wireless) and computing services at Western Health to assure operational continuity |

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| Key Responsibilities |
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| <p>The Digital Technology Project Manager is responsible for:</p> <ul style="list-style-type: none"> • Delivery of assigned digital technology projects to support the DTS change portfolio • Engage with project stakeholders to define and manage the project scope, plans and schedules • Report regularly against key project metrics to the DTS PMO and relevant steering committees • Develop and manage vendor relationships for the delivery of materials and services • Contribute to the development of the DT Project Management Framework to ensure that projects are abide by the framework, including appropriate transition-to-operations plans for all projects • Engage with relevant Government agencies that may contribute to programmes • Lead project teams ensuring motivation and alignment with project objectives • Other project tasks as necessary and requested from time to time <p>In addition to the key responsibilities specific to your role, you are required to deliver on the Key Organisational Accountabilities which are aligned with the Western Health strategic aims.</p> |
| Key Working Relationships |
| <p>Internal:</p> <ul style="list-style-type: none"> • DTS Senior Manager, Projects and Change • DTS Senior Leadership Team and DTS Team Members • Other WH stakeholders including Executive, Clinical Leaders, Divisional Directors, Senior Clinicians and Management • Other WH employees and/or guests who may seek advice with regards to assigned projects from time to time <p>External:</p> <ul style="list-style-type: none"> • Vendors of hardware, software or related services, including outsourced service providers • Victorian Health Shared Services teams as required • Strategic partners, community participants, and/or contractors including Government Department representatives • Public/Private Partnership teams |
| Selection Criteria |
| <p>Essential:</p> <ul style="list-style-type: none"> • Tertiary qualification in Project Management, Engineering, IT, Information Systems, Computer Science, Business or Management • Extensive relevant project management experience with 5 or more years as a project lead with demonstrated capability to deliver complex DT projects and a sound conceptual understanding of a wide range of contemporary digital technology • PRINCE2 Practitioner project management certification or commitment to acquire PRINCE2 Practitioner certification within 6 months • Demonstrated skills leading projects, project planning, documentation, reporting and stakeholder management • Demonstrated experience as a project manager preparing and delivering gateway reviews • Ability to work as part of a cohesive team and develop positive, constructive working relationships with diverse stakeholder groups across all levels of an organisation • Demonstrated experience in project cost estimating and cost controls • Demonstrated project leadership skills encompassing business administration, planning and budgeting, staff and resource management, risk management, monitoring and reporting • Excellent interpersonal, presentation, verbal and written communication skills • Demonstrated capability to adapt and to work under pressure, managing and prioritising multiple tasks • Ability for systems thinking and developing innovative solutions for unique problems |

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Desirable:

- Membership of AIPM or PMI
- Working knowledge of end-to-end tender/procurement processes in relation to projects
- Exposure to capital works/construction project management specialising in the deployment of technology at green or brown field sites
- Working knowledge of business process improvement methods to drive process and business efficiency
- Working knowledge of requirements traceability and verification methods

Skills Framework for the Information Age (SFIA9) Competencies:***Project Management – PRMG (skill level 5):***

- Takes full responsibility for the definition, approach, facilitation and satisfactory completion of medium-scale projects.
- Provides effective leadership to the project team, adopting suitable project management methods and tools. Manages change control processes and assesses risks, ensuring projects align with governance frameworks and business priorities.
- Communicates regularly with stakeholders, ensuring project deliverables meet agreed standards, budgets and timelines. Ensures project and product quality reviews occur on schedule and according to procedure.
- Proactively monitors performance metrics, implementing preventive and corrective actions as needed.

Requirements Definition and Management - REQM (skill level 5):

- Plans and drives scoping, requirements definition and prioritisation activities for large, complex initiatives.
- Selects, adopts and adapts appropriate requirements definition and management methods, tools and techniques. Contributes to the development of organisational methods and standards for requirements management.
- Obtains input and agreement to requirements from a diverse range of stakeholders. Negotiates with stakeholders to manage competing priorities and conflicts.
- Establishes requirements baselines or backlogs. Ensures changes to requirements are investigated and managed.

Benefits Management – BENM (skill level 4):

- Contributes to the development and implementation of benefits management plans for projects and programmes.
- Engages with stakeholders to identify and quantify benefits and to establish metrics and mechanisms for tracking benefits realisation.
- Monitors and reports on progress towards benefits realisation.
- Identifies risks and issues that may impact benefits delivery and escalates as appropriate. Supports the embedding of benefits management practices across the organisation.

Quality Assurance – QUAS (skill level 4):

- Plans, organises and conducts assessment activity and determines whether appropriate quality control has been applied.
- Conducts formal assessments or reviews for given domain areas, suppliers or parts of the supply chain. Collates, collects and examines records, analyses the evidence and drafts all or part of formal compliance reports.
- Determines the risks associated with findings and non-compliance and proposes corrective actions.
- Provides advice and guidance in the use of organisational standards.

Relationship Management – RLMT (skill level 4):

- Deals with problems and issues, managing resolutions, corrective actions, lessons learned and the collection and dissemination of relevant information.
- Implements stakeholder engagement/communications plans. Collects and uses feedback from customers and stakeholders to help measure the effectiveness of stakeholder management. Helps develop and enhance customer and stakeholder relationships

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| <p>Additional Requirements</p> <p>All employees are required to:</p> <ul style="list-style-type: none"> • Obtain a police/criminal history check prior to employment • Obtain a working with children check prior to employment (if requested) • Obtain an Immunisation Health Clearance prior to employment • Report to management any criminal charges or convictions you receive during the course of your employment • Comply with relevant Western Health clinical and administrative policies and guidelines. • Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures • Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health • Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health • 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 Western Health • Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), Occupational Health and Safety (Psychological Health) Regulations 2025, the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008 • Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines |
| <p>General Information</p> <ul style="list-style-type: none"> • Redeployment to other services or sites within Western Health may be required • Employment terms and conditions are provided according to relevant award/agreement • Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace • Western Health is committed to Gender Equity • Western Health provides support to all personnel experiencing family and domestic violence • 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. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs • Western Health is a smoke free environment |

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Employee's Signature: _____ Date: _____

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