

POSITION DESCRIPTION – executives and senior managers

Position Title:	Project Director, Melton Hospital
Business Unit/Division:	Office of Chief Executive
Classification:	Health Executive Employment Reform/Remuneration (HEER) contract
Reports To:	Chief Executive Office
Date Prepared/Updated:	11 Feb 2026

Position Purpose	
<p>The Project Director New Melton Hospital is responsible for leading all Western Health governance, strategy and planning required for the successful delivery of the New Melton Hospital (NMH) Project. The Project Director reports directly to the CEO and is responsible for coordinating Western Health's input into all NMH Project work streams, across the project lifecycle i.e. from Design stage to Commissioning and hand over to Operations. The Project Director has a key working relationship with Victorian Infrastructure Delivery Authority (VIDA) Health – formerly VHBA, Capella Capital as the Exemplar Health Consortium Lead, Lendlease as Builder and Western Health staff and divisions.</p>	
Business Unit Overview	
<p>The NMH Project is a separate Division/ Business unit reporting to the Chief Executive Officer.</p> <p>The NMH Business Unit includes a number of key roles that enable input from experts across the project lifecycle and ensures strong engagement between the Unit and operational leaders across WH.</p> <p>The Project Director is accountable for a budget of approximately \$3M per annum to deliver WH's commitments. The Project Director must remain within the budget funding allocation to WH as agreed with VIDA Health, which fluctuates over the project lifecycle in line with phasing of project delivery.</p> <p>The Business Unit supports projects across planning, construction and commissioning phases. The Project Director also coordinates internal WH planning activities, such as the preparation of business cases, to enable a successful transition into the new hospital in 2028/2029.</p>	
Key Accountabilities	
Our Purpose	Leading the delivery of a connected and consistent patient experience and providing the best care to save and improve the lives of those in our community most in need.
Aim 1: Growing and improving care	<p>We drive consistency in providing safe care and have a clear service profile that best meets the needs of our catchment. Wherever possible, our actions are evidence-based and enable us to know we are providing the right care.</p> <p>To support the achievement of this Aim, all Executive and Senior Managers are required to ensure:</p> <ul style="list-style-type: none"> • Directorates identify and action areas for service growth, consolidation and/or alternative service delivery within operational constraints • Staff demonstrate an awareness of and engagement in a culture of patient safety and an obligation to report patient safety concerns

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

	<ul style="list-style-type: none"> • Directorates operate in a manner that effectively monitors and improves processes to safeguard against preventable patient incidents • Staff actively translate evidence to best practice to support operation within benchmarked patient outcome rates • <i>Develop and deliver plans and targets which will enable the successful delivery of the NMH to meet the growing demand for healthcare for our community.</i> • <i>Initiate and positively contribute to changes in policy and standards, clinical governance, patient service direction and models of care across the projects and Western Health.</i>
<p>Aim 2: Connecting care</p>	<p><i>We connect our care with patients, their families and their health providers – so that everyone knows what’s next. We provide coordinated care, working as a team to provide the best outcomes for those who need it most. We drive reform to reduce the wait for ambulatory and emergency care.</i></p> <p><i>To support the achievement of this Aim, all Executive and Senior Managers are required to ensure:</i></p> <ul style="list-style-type: none"> • Directorates support seamless patient flow and safeguard against untimely access to patient care • Staff promote and act in a manner consistent with health equity and active engagement of patients and carers in the setting of care goals and care related decisions • Directorates support integrated care for those at risk of high acute service utilisation and safeguard against unplanned re-admissions or avoidable ED presentations • Community partners are engaged to support the application of shared care models of service delivery that promote integration and co-ordination of care • <i>Ensure ongoing consultation with key stakeholders to develop a thorough understanding of the service system and implications for strategy, service plans, model of care, operational models and change associated with the NMH project.</i>
<p>Aim 3: Communicating clearly</p>	<p><i>We support person-centred care. We take the time to listen to our patients, their support networks and our partners. We respect what they say, are transparent in how we communicate what is happening and look for ways to improve how we engage with patients along the journey. We use technology to engage effective communication with each other and our partners, which include primary and community service providers with the ultimate goal of improving the health outcomes of our patients.</i></p> <p><i>To support the achievement of this Aim, all Executive and Senior Managers are required to ensure:</i></p> <ul style="list-style-type: none"> • Staff promote and act in a manner consistent with supporting a positive patient experience at all times • Staff actively seek patient feedback on care and service delivery and take frontline responsibility for addressing patient concerns • Directorates support timely information flow between WH and primary and community care to support patient care • Patient information flow is enhanced by the planned application of tools and technologies • The Directorate would facilitate conversation with the public and share information to ensure full community and stakeholder engagement in the project.

Our Vision

Together, Caring for the West

Patients – Employees – Community – Environment

<p>Aim 4: Being socially responsible and sustainable</p>	<p><i>We partner with the community to develop a system-wide approach to health and wellbeing for the West. We are focused on operating sustainably in accordance with our social, environmental and economic responsibilities.</i></p> <p><i>To support the achievement of this Aim, all Executive and Senior Managers are required to ensure:</i></p> <ul style="list-style-type: none"> • Directorates carefully control costs and maximise revenue to operate within an approved budget • Staff operate in a manner that is consistent with providing and planned for best environmental practice • Partnerships with other agencies are developed to strengthen how we address core social determinants of community health and wellbeing • Service planning and capital development opportunities are pursued to enable the delivery of care in fit for purpose facilities that can accommodate demand • <i>Maintain a detailed understanding of the state and national health care policy directions in a changing political and healthcare environment</i> • <i>Develop and maintain a detailed understanding of the health care system drivers as they relate to Western Health services</i>
<p>Aim 5: Empowering our people</p>	<p><i>We have a capable, accountable and high performing workforce – we have the right employees in the right job. We foster learning and development, creating a culture where everyone feels supported to succeed.</i></p> <p><i>To support the achievement of this Aim, all Executive and Senior Managers are required to ensure:</i></p> <ul style="list-style-type: none"> • Reliance on contractors and agency staff due to staff vacancy or absenteeism is limited • Employees demonstrate the competency and capability required for their position and role and comply with WH policy and procedure • Staff promote and act in a manner consistent with WH values and positive workplace behaviours • Directorates operate in a manner that effectively monitors and safeguards against avoidable occupational health and safety incidents and hazards • <i>Incorporate and consider workforce implications of additional activity, specialised care and new innovative models of care that will occur as a result of the NMH project.</i>
<p>Occupational Health & Safety and Other Obligations:</p>	<p><i>Model proactive leadership, drive and commitment to ensure:</i></p> <ul style="list-style-type: none"> • Western Health’s obligations for Occupational Health and Safety (OHS) and Work Cover rehabilitation are met • Compliance with OHS and Work Cover legislation • Compliance with OHS policies and procedures • A safe and healthy environment for employees, contractors, patients and visitors • The key performance targets and objectives, detailed in the Western Health strategic OHS plan, are supported, promoted and achieved • Risks are identified, assessed and controlled as far as practicable with injury prevention being a high priority • Safe work systems and controls are in place, which are regularly monitored for effectiveness • The Western Health prescribed OHS training and education sessions are attended, including all personnel responsible for managing employees • A safety and wellbeing culture is embedded into normal business activities • Organisation wide strategic responsibility for record keeping is maintained including compliance with record keeping operations and standards

Our Vision

Together, Caring for the West

Patients – Employees – Community – Environment

Role Specific Responsibilities		
<ul style="list-style-type: none"> • Hold responsibility at WH for the NMH Project reporting directly to CEO • With the CEO, act as a key advocate for WH's interests and objectives in the NMH Project • Work in a matrix structure with other WH executives & VIDA Health to manage NMH Project issues and risks • Build and maintain strong relationships with key internal and external stakeholders connected to the NMH Project • Budget holder for the VIDA Health budget allocated for managing WH project team and deliverables 		
Key Outcomes:	<p>The key challenge/outcomes for this role will be identified in the incumbent's performance plan and should align with Western Health's Strategic goals, organisational business plan and directorial business plan.</p> <p>A key focus is the delivery of outcomes as identified in the Statement of Priorities as agreed between Western Health and the Department of Health and VIDA Health.</p>	
Key Challenges of the Position:	<ul style="list-style-type: none"> • Strong and effective advocacy for WH into the project governance framework to delivers the best outcomes for our patients and the community as well as our workforce. • Ability to maintain relationships with external partners and stakeholders at all times • Ability to positively interact with internal and competing stakeholders • Ensure in partnership with WH Executives and staff NMH delivers innovative patient centred models of care to improve the health comes of our patient community • Build a highly skilled and high performing project team that can deliver a world class NMH • Overcome challenges associated with broader organisational capacity and complexity in a fast growing health service. 	
Financial Management:	Annual Budget:	\$ 3 million
People Management:	Positions reporting to this role:	<ul style="list-style-type: none"> • Project Managers • Project Officer • Clinical Leads (Medical, Nursing, Allied Health, Pharmacy, Other) • Technology Lead • Equipment Lead • Specialist consultants
	Total employee management (EFT):	Range 10.0 to 30.0 EFT
Key Working Relationships:	<p>Internal:</p> <ul style="list-style-type: none"> • Chief Executive Officer • Executive team • Divisional Directors • Clinical Service Directors • Senior leadership team • OH&S • Infection control <p>External:</p> <ul style="list-style-type: none"> • Department of Health • VIDA Health and State consultants (builders, architects and engineers) • Exemplar Health (Project Co. consortium) • University and academic partners • Melton Council • Unions and professional bodies 	

Our Vision

Together, Caring for the West

Patients – Employees – Community – Environment

	<ul style="list-style-type: none"> • Community stakeholder groups
Key Selection Criteria:	<ul style="list-style-type: none"> • Relevant tertiary level qualification in health, business or project management • Extensive experience of senior capital and redevelopment management experience working in a similar role • Strong analytical skills with the financial acumen necessary to deliver projects on time and on budget. • Experience in managing large scale strategic projects to a successful outcome • Extensive experience in strategy and healthcare systems that can be translated effectively into large scale capital projects. • High level skills in problem solving and decision making at the departmental level and interpersonal level • Comprehensive understanding of the state and national health care policy directions • Have a detailed understanding of the health care system drivers as they relate to Western Health services • High level knowledge of Department of Health and VIDA Health reporting requirements and policy and funding guidelines • Highly developed document and paper preparation skills and presentation experience • Ability to drive organisation-wide initiatives and strong organisational, planning and prioritising ability • Higher order problem-resolution, lateral thinking and creative skills, and ability to think laterally and strategically, to meet deadlines and productive quality work under pressure • Ability to challenge current practices and develop and promote new innovative systems • Extensive experience in people management with demonstrable strong people skills • Evidence of highly developed organisational and networking skills including ability to work closely and collaboratively with key organisational stakeholders • Highly developed consultation and liaison skills.

Additional Requirements

All employees are required to:

- 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), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

Our Vision

Together, Caring for the West

Patients – Employees – Community – Environment

General Information

- Redeployment to other services and 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
- 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: [Click here to enter the Employee's name.](#)

Employee's Signature: _____

Date: [Click here to enter a date.](#)

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment