

POSITION DESCRIPTION

Position Title:	Project Manager
Business Unit/Department:	Digital Health
Division:	Digital Health
Award/Agreement:	Health & Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Grade 5 – Level 1 to Level 5 (HS5 to HS33)
Reports To:	Various Positions Depending on Projects
Direct Reports:	Director, Project and Programs
Date Prepared/Updated:	23 March 2026

Position Purpose
<p>The Project Manager for the Electronic Medical Record and Digital Health program will lead the project team to plan, execute, and deliver projects successfully. Each project aims to implement an electronic medical record system and other digital health projects that meet the needs of healthcare providers and patients while complying with regulatory requirements.</p> <p>Additionally, they will ensure that the project is delivered on time and to the satisfaction of all stakeholders. They will also manage risks and issues throughout the project lifecycle, ensure compliance with regulatory requirements, and continuously improve project processes</p>
Business Unit Overview
<p>Western Health is a large and growing health service employing more than 13,000 staff, guided by the CARES values of Compassion, Accountability, Respect, Excellence and Safety. We provide care to a diverse community of more than one million people across acute hospitals, specialist services, community health, mental health, and residential aged care. Our people are at the centre of everything we do, and we are committed to fostering a supportive environment that enables staff to grow, develop, and deliver safe, person-centred care.</p> <p>Digital transformation at Western Health is underpinned by the Electronic Medical Record (EMR) program, which established the foundation for digitally enabled models of care and organisational growth. Since the successful implementation of the Cerner Millennium EMR in 2018, Western Health has continued to expand and optimise its digital capability. The EMR Phase 2 program—one of the largest digital health initiatives undertaken by the organisation—has extended the EMR across major clinical areas, supporting a single patient record, safer clinical decision-making, improved clinical workflows, and more efficient service delivery. Optimisation of Phase 2.1 is ongoing, with planning underway for Phase 2.2 to further integrate administrative, mental health, renal, dialysis, and community services.</p>

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Building on this strong digital foundation, the Digital Health division has been a critical enabler of Western Health's service expansion. The EMR and associated digital platforms first supported the opening of the Joan Kirner Women's and Children's Hospital followed by the transition of mental health services to Western Health, ensuring safe continuity of care and consistent digital workflows. Digital Health also supported the expansion of Sunbury Day Hospital and the digital integration of Bacchus Marsh Hospital, resulting in standardised workflows and a consistent digital experience across sites.

This digital capability continues to support major infrastructure investment, including the opening of the New Footscray Hospital in February this year, the planned Point Cook Community Hospital, and the future Melton Hospital. The Digital Health division has been recognised nationally and internationally for excellence in public sector digital transformation and maintains strong partnerships with universities and research organisations to drive innovation, research, and workforce capability development.

Key Responsibilities

Develop and manage project plans and timelines

- Develop and maintain a detailed project plan, and timeline for specific Digital Health Projects that includes the Electronic medical record system
- Work with project sponsors and stakeholders to define project requirements and deliverables, establish project milestones, and allocate project resources.
- Establish and maintain monitoring mechanisms to monitor project progress and report on project status to stakeholders.

Identify and manage risks and issues that arise during the project lifecycle

- Proactively identify project risks and issues and develop plans to mitigate them.
- Work with project team members to address risks and issues as they arise, escalate issues when necessary, and ensure that project deliverables are not impacted.

Ensure that the project meets the needs of end-users

- Ensure that the electronic medical record system and digital health projects are meeting the needs of end- users, including clinical staff and patients.
- Work with end-users to identify requirements and ensure that the system is intuitive and user-friendly.

Staff Management

- Lead and motivate a team of project staff, including clinical and non-clinical analysts
- Provide direction, set goals, and provide feedback to team members to ensure that they are performing at their best.
- Provide support, mentoring and coaching to direct reports and ensure they are compliant with WH's policy and procedures and have completed all mandatory training and participates in ongoing professional development

Communicate effectively with stakeholders

- Communicate regularly with project sponsors, team members, end-users, and vendors.
- Provide updates on project progress, ensure that stakeholders are aware of any issues or risks, and manage stakeholder expectations.
- Prepare decision, discussion and information papers for various governance and steering committees.

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.

Key Working Relationships

Internal:

- Divisional Director, Digital Health

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- Director, Project and Programs
- Technology Manager, Digital Health
- Digital Health Team members
- Divisional Director, Digital Technology Services (DTS)
- Chief Biomedical Engineering
- Digital Health Chief Information Officers (CXIO's)

External:

- Oracle Health
- Other Vendors providing services to Western Health

Selection Criteria

Essential

- A tertiary degree in healthcare, science, management or equivalent experience
- Project management qualifications such as Prince2, Agile, PMBoK
- At least 2 years project management experience running medium size projects using Prince2 or Agile
- Ability to present technical concepts in simple and understandable terms for non-technical audiences
- Strong interpersonal skills with particular emphasis on gaining consensus, facilitation and consultation

Desirable

- Experience running projects within the healthcare sector

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, 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

General Information

- 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

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- 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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