

POSITION DESCRIPTION

Position Title:	New Footscray Hospital – Project Officer Analyst
Business Unit/Department:	New Footscray Hospital Operations Readiness
Division:	Operations Directorate - NFH
Award/Agreement:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) Enterprise Agreement 2021-2025
Classification:	HS5
Reports To:	Operations Readiness Lead – NFH
Direct Reports:	Nil
Date Prepared/Updated:	6 June 2025

Position Purpose

The Project Officer / Data Analyst is a key role assisting in the planning, and implementation of the New Footscray Hospital (NFH) project, leveraging data to prepare for day 1 of operations of the new hospital. The position will support operational readiness and transition activities as nominated by the Operations Readiness Lead, in alignment with Health Support Services and Procurement Support Services Divisions priorities and the broader Operations Directorate.

This role involves collecting, analysing, and interpreting operational data, preparing reports, and working collaboratively with multidisciplinary teams to support the development of policy/guidelines reviews, patient and service move plans, service closure plans, commissioning and testing in delegated areas.

The Project Officer / Data Analyst will assist the Operations Readiness Lead to resolve issues and support change management. This will be achieved through efficient data collection design, analysis and effective issues management.

Business Unit Overview

The Directorate of Operations is charged with providing significant amounts of Western Health patient care including support services, clinical services across acute, subacute, mental health, alcohol and drug, custodial health, and community-based settings.

The Division of NFH Operational Readiness works with the NFH Project team to support delivery of the NFH Project for Western Health. The NFH Project Team is currently delivering the NFH Project for Western Health. Under a Public Private Partnership framework, the NFH Project Team work with the Victorian Health Building Authority (VHBA) and Plenary Health to deliver the \$1.5B NFH. The NFH is scheduled to open in late 2025.

The Health Support Services and Procurement Support Services Divisions are responsible for delivering

Our Vision

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

non-clinical services for Western Health.

The Health Support Services division are responsible for a broad range of non-clinical services essential for the effective functioning of the hospital and for supporting clinical care delivery. These services ensure that the environment, infrastructure, and operational systems are in place to maintain patient safety, comfort, and efficient healthcare operations.

Procurement and Supply Division is responsible for acquiring, managing, and delivering the necessary goods and services to support healthcare delivery. This includes the purchasing of medical supplies, equipment, pharmaceuticals, maintenance services, and other essential operational items, ensuring they are available when and where needed, in the right quantity and quality, and at a reasonable cost.

Key Responsibilities

- Support the NFH Operations Readiness Leads and NFH Project with operations readiness planning initiatives and deliverables in the Health Support Services and Procurement and Supply Divisions.
- Design and conduct data analysis using clinical, operational, and administrative data sources.
- Develop dashboards, reports, and visualisations to communicate insights to stakeholders.
- Liaise with internal SMEs and external stakeholders to gather information.
- Maintain data quality through validation and quality assurance processes.
- Contribute to the preparation of business cases, project briefs, and evaluation reports for governance committees or executive leadership.
- Carry out problem-solving or investigation when tasked to find answers or information on a project or task.
- Manage timeline tracking for assigned data collection and analysis tasks.
- Be prepared to present findings to leadership groups from time to time.
- Attend and participate in relevant committees as required
- Perform any ad-hoc and support task as required by the Operations Readiness Lead
- Promote an environment of innovation, education, quality improvement, evidence-based practice and reflective feedback and learning

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:

- New Footscray Hospital Project Team
- Divisional Directors/Directors
- Clinical Services Directors
- Operations Managers
- Directors of Nursing & Midwifery
- Heads of Units/Directors of services
- Nurse Unit Managers
- Members of the multidisciplinary team
- People, Culture and Communications Business Partners
- Business Analysts
- Staff and Volunteers at all sites

External:

- HealthShare Victoria
- Plenary Health

Our Vision

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

Selection Criteria																					
Essential <ul style="list-style-type: none"> • Experience in data design and data analysis using clinical, operational, and administrative data sources. • Experience as a Project Officer, in project coordination or health service planning. • High level of proficiency in the use of information technology: MS Office Applications (office 365, Word, Excel, Power Point, Outlook, Visio) • Familiarity with Microsoft Power BI and an understanding of data and table relationships for use in analytics • Strong written and verbal communication skills, including the ability to translate complex data for non-technical audiences. • Demonstrated ability to manage multiple priorities and meet deadlines. • Ability to consult and collaborate with others and work as an effective member of a team to deliver organisational outcomes • Demonstrated ability to work within a constantly changing environment, to negotiate creative solutions to complex problems 																					
Desirable <ul style="list-style-type: none"> • Degree in Health Information Management, Public Health, Statistics, Data Science, or a related field. • Experience working within a public health service or clinical environment. • Familiarity with data management principles • 																					
Leadership Capabilities																					
<table border="1"> <thead> <tr> <th>Leadership Capability</th><th>Definition</th></tr> </thead> <tbody> <tr> <td>Manages complexity</td><td>Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems</td></tr> <tr> <td>Decision quality</td><td>Making good and timely decisions that keep the organisation moving forward</td></tr> <tr> <td>Plans and aligns</td><td>Planning and prioritizing work to meet commitments aligned with organisational goals</td></tr> <tr> <td>Optimises work processes</td><td>Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement</td></tr> <tr> <td>Ensures accountability</td><td>Holding self-accountable to meet commitments.</td></tr> <tr> <td>Values differences</td><td>Recognizing the value that different perspectives and cultures bring to an organisation</td></tr> <tr> <td>Communicates effectively</td><td>Skill in influencing peers to gain commitment towards action plans, especially when managing competing priorities.</td></tr> <tr> <td>Persuades</td><td>Using compelling arguments to gain the support and commitment of others</td></tr> <tr> <td>Manages ambiguity</td><td>Seeks direction and operates effectively when things are not certain, or the way forward is not clear</td></tr> </tbody> </table>		Leadership Capability	Definition	Manages complexity	Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems	Decision quality	Making good and timely decisions that keep the organisation moving forward	Plans and aligns	Planning and prioritizing work to meet commitments aligned with organisational goals	Optimises work processes	Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement	Ensures accountability	Holding self-accountable to meet commitments.	Values differences	Recognizing the value that different perspectives and cultures bring to an organisation	Communicates effectively	Skill in influencing peers to gain commitment towards action plans, especially when managing competing priorities.	Persuades	Using compelling arguments to gain the support and commitment of others	Manages ambiguity	Seeks direction and operates effectively when things are not certain, or the way forward is not clear
Leadership Capability	Definition																				
Manages complexity	Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems																				
Decision quality	Making good and timely decisions that keep the organisation moving forward																				
Plans and aligns	Planning and prioritizing work to meet commitments aligned with organisational goals																				
Optimises work processes	Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement																				
Ensures accountability	Holding self-accountable to meet commitments.																				
Values differences	Recognizing the value that different perspectives and cultures bring to an organisation																				
Communicates effectively	Skill in influencing peers to gain commitment towards action plans, especially when managing competing priorities.																				
Persuades	Using compelling arguments to gain the support and commitment of others																				
Manages ambiguity	Seeks direction and operates effectively when things are not certain, or the way forward is not clear																				
All employees are required to: <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 																					

Our Vision

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

- 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
- 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:	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