

## POSITION DESCRIPTION

<b>Position Title:</b>	Senior Project Manager
<b>Business Unit/Department:</b>	Digital Health
<b>Division:</b>	Digital Health
<b>Award/ Classification:</b>	Health & Allied Services, Managers & Administrative Workers Enterprise Agreement 2021 - 2025
<b>Classification:</b>	HS6
<b>Direct Reports:</b>	Various Positions Depending on Projects
<b>Reports To:</b>	Director, Digital Health
<b>Date Prepared/Updated:</b>	25 June 2025

### Position Purpose

As a Senior Project Manager within the Digital Health portfolio, you will play a pivotal role in leading and supporting the successful delivery of innovative digital health initiatives. Working collaboratively within a team of experienced project managers, you will be responsible for planning, executing, and overseeing projects that enhance healthcare delivery for providers and patients, while ensuring alignment with regulatory standards and organisational goals.

You will ensure that all projects are delivered on time, within scope and budget, and to the satisfaction of key stakeholders. In addition to managing your own portfolio of projects, you will provide guidance and support to fellow project managers in identifying and mitigating risks, resolving issues, and making informed decisions throughout the project lifecycle. A strong focus on continuous improvement and regulatory compliance will be essential to your success in this role.

### Business Unit Overview

Our workforce of over 11,000 employees are driven by our values of 'Compassion, Accountability, Respect, Excellence and Safety' (CARES). We value our people and provide them the opportunity to grow and develop. Our teams are friendly and supportive, ensuring we deliver a safe, person-centred and connected patient experience.

Western Health is in a period of rapid growth. Our services comprise of four acute public hospitals: Footscray Hospital, Sunshine Hospital (including Joan Kirner Women's and Children's), Williamstown Hospital and Bacchus Marsh & Melton Hospital. We also operate Sunbury Day Hospital, Hazeldean, Grant Lodge

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Residential Aged Care, as well as community health centres in Melton, Caroline Springs and Bacchus Marsh and a range of community-based services. We care for a diverse community of more than 1 million people with complex care needs ranging from Neonates to Geriatrics.

With the implementation of an Electronic Medical Record (EMR) WH has taken a significant step towards improving and transforming the way we provide care for our community and patients. WH EMR will provide clinicians with a consolidated view of all relevant information about the patient to facilitate teamwork reduce medical errors and support clinical decision making. It will also simplify and support clinician workflow, and provide access to best practice knowledge, empowering our clinicians with the tools to enhance the delivery of Best Care.

### **Key Responsibilities**

#### ***Develop and manage project plans, budgets, and timelines***

- Develop and maintain detailed project plans, budget, and timelines for the Digital Health Roadmap including electronic medical record and other clinical application digital health projects.
- 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, 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 projects are meeting 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.

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***Ensure compliance with regulatory requirements, data privacy and security, and interoperability standards***

- Ensure that the project is compliant with regulatory requirements, data privacy and security, and interoperability standards.
- Work with vendors and internal teams to ensure that the system is secure, data is protected, and the system meets all relevant standards.

***Continuously improve project processes***

- Continuously review and improve project processes and methodologies to ensure successful project delivery. This include but not limited to updating the Project Management Framework and project templates on a yearly basis.
- Identify opportunities for process improvement, implement changes, and communicate changes to the project team and stakeholders.

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:**

- Director Digital Health
- Digital Health Team members
- Director Digital Technology Services & Digital Technology Services Team
- Director of Medical Informatics, Director of Nursing and Midwifery Informatics and Informatics Advisors
- Clinical users

**External:**

- Oracle Health
- Other Vendors
- Clinical Application Team leaders and managers at other Hospitals and Health Services

**Selection Criteria**

**Qualifications and Experience**

- A tertiary degree in healthcare, science or IT related field (or equivalent experience)
- At least five years demonstrated capability and experience in a senior project manager role.
- Experience in Oracle Health clinical application implementation(s) including leading project teams is essential. Other systems such EPIC or Intersystems will be considered
- Experience working in a tertiary and/or paediatric hospital environment and understanding of clinical workflows in the acute and sub-acute inpatient setting is essential
- Experience in testing and quality assurance.
- Experience with project management methodologies.

**Key Selection Criteria**

- Demonstrated experience managing complex EMR implementation projects, including task planning, time estimates, delivery schedules, and documentation.
- Demonstrated project and vendor management experience.
- Proven experience managing teams of skilled individuals and leading them to consistently achieve

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high levels of performance.

- Strong interpersonal skills with particular emphasis on gaining consensus, facilitation and consultation.
- Knowledge of regulatory requirements, data privacy and security, and interoperability standards.
- Ability to influence and build strong relationships across all levels of the organisation
- Highly developed time management and organisation skills with ability to meet timelines
- Critical thinking and logical troubleshooting skills to investigate and understand issues and implications and provide multiple solutions to address the issue whilst seeking consensus from stakeholders.
- Strong leadership and team management skills.
- Excellent oral and written communication skills.
- Excellent stakeholder management skills.
- Competent in using MS Project, Visio, Word and Excel to support project management functions.

### Additional Requirements

All employees are required to:

- Must be eligible to live and work in Australia
- 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
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011 (and 2012), the Victorian Occupational Health and Safety Act 2004, Public Records Act 1973, Fair Work Act 2009 (as amended), the Privacy and Data Protection Act 2014 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

### 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
- 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

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*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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