

## POSITION DESCRIPTION

<b>Position Title:</b>	Project Manager - Point Cook Community Hospital (PCCH)
<b>Business Unit/Department:</b>	Capital Development
<b>Division:</b>	Capital Projects
<b>Classification:</b>	HS4 Grade 4 Level 1-5
<b>Reports To:</b>	Project Director PCCH/Senior Project Manager
<b>Date Prepared/Updated:</b>	17 September 2025

### Position Purpose

Western Health (WH) is working with the Victorian Infrastructure Development Authority (VIDA), to deliver the new Point Cook Community Hospital (PCCH), under the Victorian State Community Hospitals Program.

Reporting to the Project Director PCCH, the Project Manager PCCH is responsible for overseeing and managing all day-to-day activities associated with the planning, delivery and operational testing and commissioning of the new PCCH.

The Project Manager will be required to work with various WH staff, VIDA, Lendlease (Managing Contractor) and other stakeholder groups to ensure the successful delivery, facility handover and operationalisation. The role includes responsibility for overseeing key project activities including adherence to WH project governance principals, reporting, management of FF&E and ICT project procurements and budgets, ensuring design complies with WH operational standards and representing WH at construction interface and Project Control Group meetings and leading internal project meetings.

The incumbent will ideally have experience of facilitating stakeholder input and reviews throughout the delivery and handover stages of a health project valued at >\$50M in which tier one contractors were appointed as managing contractor.

The Project Manager will be expected to possess strong project management skills, experience in new building infrastructure and demonstrated effective project planning including the preparation and implementation of Project Management Plans, Procurement Plans, Operational Commissioning and Operational Readiness Strategies.

The Project Manager will be expected to operate within a team of professionals, leading other members of the PCCH team and co-ordinating timely and effective inputs from all project stakeholders. They will be accountable for the timely procurement and installation of FF&E and ICT infrastructure as allocated to WH.

This role is a fixed term position for 24 months with the opportunity to support WH and VIDA in the delivery of significant and important health infrastructure and establishment of a new service whilst also gaining insight into planned future developments across the Western Health network of hospitals.

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## Business Unit Overview:

The WH Capital Development division comprises a professional team with varied experience in the construction industry and, or health related projects. The Division performs a wide-ranging scope of functional activities, including:

- Oversight and liaison with Department of Health (DoH) and Victorian Infrastructure Development Authority (VIDA) on Major Capital Development projects >\$5M, including FF&E deployments.
- Oversight and project management of Capital Development Projects <\$5M (External & Internally funded), including FF&E deployments.
- Co-ordination and oversight of WH Capital and Asset Management Plan, preparation and presentation on an on-going basis.
- Co-ordination and oversight of WH grant funding submissions to the Department of Health
- Co-ordination and oversight on the WH Service Planning & Capital Development Steering Committee.
- Support to Site Masterplan and future infrastructure planning activities.

The Capital Development Division provides a range of core infrastructure information related services across WH, including those listed below:

- Capital Development Current and Planned Project Works Program
- Capital & Asset Management oversight in conjunction with and lead by WH Engineering
- Monitoring & Status Reporting of WH Capital Works Projects
- Capital Projects related FF&E procurement
- Change & Stakeholder Management
- Capital Development Projects Financial Management & Reporting
- Masterplan and Feasibility studies

## Key Responsibilities:

- Implementation and adherence to internal project governance planning documentation
- Preparation of papers for the monthly WH PCG and monthly VIDA PCG
- Coordination and chairing of internal project meetings (PPT)
- Regular attendance at construction and design interface meetings
- Management of WH allocated procurements and budgets in accordance with project registers
- Manage project documentation records and filing
- Manage and contribute to identification and mitigation of risks associated with the project including development of risk management strategies
- Provide support in management of contractors and wider stakeholders (where appropriate) to deliver requirements for the project
- Provide support with processes involved in the implementation and roll out of the new ICT systems, and be the project point of contact with Digital Health (DH) and Digital Technical Services (DTS) project team members
- Coordinate the implementation of the master keying system with relevant WH stakeholders
- Manage commissioning and completion activities to ensure a smooth transition between building

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completion, commissioning and handover

- Develop and manage procedures for post Practical Completion rectification of defects and any post occupancy adjustments that may be required
- Provide oversight and documentation that captures the physical handover of project deliverables
- Oversee coordination of Technical Acceptance quality and training plans/programs schedules (ITP's)
- Coordination of O&M manuals reviews and sign off from relevant WH stakeholders
- Coordination of Fire Evacuation documentation review and sign off from relevant WH stakeholders
- Monitor, report on and close out of master defect register
- Regularly attend Finalisation Operational Group meetings to ensure smooth operational acceptance
- Monitoring and reporting on project program and budgets
- Adhere to and inform on-going development of WH Policies and Procedures relevant to work undertaken by the WH Capital Develop Division and helping to ensure organisation compliance with the wider Capital Development related legislation, building code and associated guidelines
- Provide progress monitoring and reporting updates on assigned projects and other adhoc administration duties relevant to the role
- Resource management; including effective and efficient deployment and utilisation of project resources
- Other duties associated with the Capital Development Division functions (e.g. monitoring and reporting, claims and acquittal management, involvement in team meetings, various committee management tasks, etc.)

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:

- Clinical Leaders, Divisional Directors
- Senior Clinicians, Nurse Unit Managers and Allied Health Management
- Engineering, HSS, OH&S, Infection Prevention, DTS and Digital Health
- Other WH employees and/or guests with regard to capital infrastructure.

#### External:

- Department of Health (DHS), Victorian Infrastructure Delivery Authority (VIDA)
- Design consultancy teams, contractors, and/or WH stakeholder group representatives associated with projects assigned to your responsibility
- Other WH stakeholders, strategic partners, community participants, and/or contractors including Govt. Dept. representatives

### Selection Criteria:

#### Essential

- A qualification or strong interest in health and construction related infrastructure (e.g., Engineering, Architecture, Building Surveying, Building, Planning, Project Management, Construction Management or Property Development).
- Able to understand and complete the technical requirements of the role, with a positive and proactive can-do attitude

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- A proven, compassionate and respectful approach to stakeholder engagement which facilitates the establishment of constructive and professional working relationships with all stakeholders involved in the project
- Ideally an understanding of a wide range of support functions including, procurement, FF&E specification and procurement, project administration, monitoring and reporting progress updates and claims and acquittal processes
- Excellent interpersonal, presentational, verbal and written communication skills
- Ability to work as part of a cohesive team and develop positive, constructive working relationships with diverse stakeholder groups across all levels of Western Health
- Willingness to work in a close team with the Project Manager/s and Project Director
- Proactive and conscientious approach to all facets of project management and project delivery

#### **Desirable**

- Strong interest in gaining experience in Project Management in construction / infrastructure
- Interest in Health Sector and healthcare

#### **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
- 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

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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
- Probation period is 6 months from commencement.

*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:

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Employee's Signature:

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Date:

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