

## POSITION DESCRIPTION

<b>Position Title:</b>	Project Officer, New Melton Hospital Project
<b>Business Unit/Department:</b>	New Melton Hospital
<b>Division:</b>	Office of the CEO
<b>Award/Agreement:</b>	Health Allied & Managers & Admin Workers Enterprise Agreement 2021-2025
<b>Classification:</b>	HS5 or equivalent (salary based on experience)
<b>Reports To:</b>	NMH Project Managers
<b>Direct Reports:</b>	Nil
<b>Date Prepared/Updated:</b>	18 September 2024

<b>Position Purpose</b>
<p>The Project Officer is responsible for supporting the New Melton Hospital (NMH) Project Team to achieve project objectives through participation in service development, change management and other project tasks associated with the NMH Project.</p> <p>The work of the Project Officer is diverse and requires a high level of organisation and a proactive approach to issue management and resolution. As a representative of the NMH Project Team, the Project Officer will use effective communication skills to work with multiple internal and external stakeholders.</p>
<b>Business Unit Overview</b>
<p>The New Melton Hospital Project Team has been established to lead delivery of the New Melton Hospital Project for Western Health. The business unit reports directly to the Chief Executive Officer and leads Western Health's input across all project work streams. As a designated High Value High Risk project, the NMH Project is delivered under a collaborative governance model with the Victorian Infrastructure Delivery Authority.</p>
<b>Key Responsibilities</b>
<p>Core responsibilities of the role include:</p> <ul style="list-style-type: none"> <li>Working with clinical, non-clinical and project staff to execute the activities of the New Melton Hospital Project ensuring appropriate consultation occurs throughout the life of the project.</li> <li>Working with Project staff and User groups in the development and management of project documentation.</li> </ul>

### Our Vision

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

- Providing high quality regular and ad-hoc reports on Project related matters, including activities and critical project milestones.
- Assisting in the development of documentation to communicate to internal and external stakeholders
- Ensuring all project documentation is appropriately and accurately recorded.
- Maintaining effective communication and interpersonal relationships with internal and external stakeholders
- Applying redesign methodology to facilitate and deliver complex system redesign and service transition across functional areas of the New Melton Hospital.
- Ensuring co-design principles and stakeholder consultation is built into all improvement activities.
- Utilising highly developed organisational skills and efficient time management to appropriately evaluate, prioritise and complete workload
- Identifying and solving complex problems
- Establishing and maintaining continuous improvement processes related to the Project.
- Performing other duties consistent with the Award, Agreement or Terms of Employment as may be directed or implemented from time to time including tasks as directed by the New Melton Hospital Project Managers or Director.

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 New Footscray and New Melton Hospitals
- Deputy Director New Footscray and New Melton Hospitals
- NMH Project Team
- NMH Project User Group Members
- Senior Leadership team
- Service Planning team
- Improvement and Innovation team
- OH&S
- Infection Prevention

#### External:

- Victorian Infrastructure Delivery Authority
- Project Co. consortium
- State consultants (builders, architects and engineers)
- Patients, carers and consumer representatives
- External contractors and suppliers
- Other healthcare providers

### Selection Criteria

#### Essential

### Our Vision

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

- Relevant tertiary qualification in health (Allied Health, Medical or Nursing)
- Extensive clinical experience within a large complex healthcare organisation
- Demonstrated understanding of public hospital operations, planning and governance
- Experience participating in or leading projects in a healthcare setting
- Excellent organizational skills, attention to detail and an ability to manage multiple priorities
- Highly effective working as part of a team
- Strong interpersonal skills, including conflict identification and constructive resolution
- Highly developed written and verbal communication skills
- Demonstrated ability to analyse, research and prepare reports to support informed decision-making and planning
- Demonstrated ability to engage with a broad range of stakeholders, internal and external to Western Health, to facilitate decision making and deliver project outputs
- Ability to learn quickly when facing new problems or challenges, and an ability to accept the challenge of unfamiliar tasks.
- Ability to work with minimal supervision and effectively meet deadlines
- Excellent computer skills

#### **Desirable**

- Experience working on health infrastructure projects
- Eligible for registration with the Australian Health Practitioner Regulation Agency as an allied health professional or a registered nurse
- Experience in redesigning models of care

#### **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

#### **Our Vision**

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

## 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