

POSITION DESCRIPTION

Position Title:	Design Lead, New Melton Hospital Project
Division:	New Melton Hospital
Classification:	HS7 (salary based on experience)
Reports To:	Project Director, New Melton Hospital
Date Prepared/Updated:	1 October 2025

Position Purpose	
To provide overall leadership and coordination of all technical aspects of the New Melton Hospital (NMH) project through development, design, documentation, construction, equipping, and commissioning. The role drives project strategies to ensure delivery against scope, cost, time, and quality benchmarks; manages consultants, staff, probity, and compliance with government requirements; oversees design and variation reviews to align with the Project Brief and operational needs of the Health Service; and builds effective stakeholder and governance relationships to support service planning, models of care, and change management.	
Business Unit Overview	
<p>The NMH project represents one of the largest health infrastructure investments in Victoria. The NMH team leads Western Health's involvement across the entire project lifecycle, from initial business case development and tender evaluation through to design, construction, commissioning, and mobilisation for service delivery.</p> <p>The team plays a central role in shaping hospital design to align with contemporary models of care, integrating clinical, digital, and operational requirements. It also drives Western Health's planning for operational readiness and transition (ORAT), ensuring the hospital will open safely, efficiently, and in a way that supports patient-centric care.</p> <p>As part of the Directorate, the NMH team actively partners with government, private sector partners, and Western Health stakeholders to ensure the project delivers world-class facilities that meet the long-term needs of Melbourne's fastest-growing corridor.</p>	
Key Accountabilities	
Our Purpose	Providing the Best Care for the people of the West, in the right place and at the right time.
Direction 1: We partner with patients and families	<p><i>Our patients and families are actively involved in their care and connected to the right services.</i></p> <p><i>To support the achievement of this Direction, all Executive and Senior Managers are required to ensure:</i></p> <ul style="list-style-type: none"> • Directorates consistently engage with our patients, carers and community to learn about their needs • Employees consistently tailor care to suit all cultures, identities and abilities

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	<ul style="list-style-type: none"> Employees continue to empower patients prior to, during and after their care, so they can manage their condition, advance their recovery and feel supported in making decisions
Direction 2: We care for our people	<p><i>Our employees and volunteers are supported, engaged and equipped to embrace a dynamic future.</i></p> <p><i>To support the achievement of this Direction, all Executive and Senior Managers are required to ensure:</i></p> <ul style="list-style-type: none"> Directorates support our people to be their best, by promoting a safe and inclusive workplace Directorates foster a culture that empowers all, encourages innovation and respects wellbeing Employees are equipped to continue their great work and embrace new opportunities
Direction 3: We deliver services for the future	<p><i>Our services are expanding within and beyond hospital walls, advancing high-quality and connected care. To meet the needs of our communities, we are expanding our services, locations and technology options.</i></p> <p><i>To support the achievement of this Direction, all Executive and Senior Managers are required to ensure:</i></p> <ul style="list-style-type: none"> Directorates strengthen our profile with personalised care options within and beyond hospital walls Employees provide equitable and timely access to our services, delivered in a socially responsible way Employees provide a range of care options to give patients greater choice around how and when they receive care Directorates enable digital services that are pro-active, smart, and inclusive ensuring more people can benefit irrespective of place
Direction 4: We are better together	<p><i>Our respectful relationships with our community, system-wide partners and each other drive collaboration and better outcomes.</i></p> <p><i>To support the achievement of this Direction, all Executive and Senior Managers are required to ensure:</i></p> <ul style="list-style-type: none"> Directorates engage and collaborate to improve the health and wellbeing of our communities Employees listen, learn and act, so that patients can benefit from our collective worth to achieve their health goals Directorates drive system reform through our relationships with healthcare providers, academic partners, and health colleagues Directorates innovate across clinical and non-clinical teams to live and deliver Best Care for people of the West
Direction 5: We discover and learn	<p><i>Our innovation, research and education inspires and benefits our patients, employees and communities, to deliver a better future.</i></p> <p><i>To support the achievement of this Direction, all Executive and Senior Managers are required to ensure:</i></p> <ul style="list-style-type: none"> Employees question, investigate, evaluate, adapt and innovate as we share, mentor, encourage and learn Directorates drive continuous improvement of the quality and sustainability of our services and facilities to ensure accessible care for future generations The encouragement of life-long learning; fostering curiosity and supporting employees to lead and participate in research and education, and to be recognised as specialists in their fields
Occupational Health & Safety	<i>Model proactive leadership, drive and commitment to ensure:</i>

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<p>and Other Obligations:</p>	<ul style="list-style-type: none"> • Western Health's obligations for Occupational Health and Safety (OHS) and Work Cover rehabilitation are met • Compliance with OHS and Work Cover legislation • Compliance with OHS policies and procedures • A safe and healthy environment for employees, contractors, patients and visitors • The key performance targets and objectives, detailed in the Western Health strategic OHS plan, are supported, promoted and achieved • Risks are identified, assessed and controlled as far as practicable with injury prevention being a high priority • Safe work systems and controls are in place, which are regularly monitored for effectiveness • The Western Health prescribed OHS training and education sessions are attended, including all personnel responsible for managing employees • Health and Safety initiatives are developed and delivered to continually improve Western Health's safety maturity (culture) • Organisation wide strategic responsibility for record keeping is maintained including compliance with record keeping operations and standards
<p>Role Specific Responsibilities</p>	
<ul style="list-style-type: none"> • Assume overall responsibility for the management and co-ordination of all technical aspects of the Project during the development, design, documentation, construction, equipping and commissioning stages; • Drive the development, implementation and monitoring of project plans and strategies to ensure capital projects meet agreed cost and planning benchmarks, timeframes and standards; • Co-ordinate and manage the development of the nominated management structure including procedures for administration, accounting, purchasing, approvals, reporting, and document circulation; • Manage staff including performance management within public sector requirements; • Appointment and management of external consultants and effectively managing their workflow and advice; • Ensure appropriate standards of probity are maintained and provide effective management, consistent with government policy, of any probity issues arising during the tendering phases for consultants/contractors engagement; • Ensure Government and Departmental purchasing guidelines have been followed; • Ensure compliance with Government Gateway Review and Project Assurance Review processes, as required; • Manage the design and development phase to ensure the project is delivered in accordance with the Project Brief, the operational needs of the Health Service, and meets the overall project objectives; • Oversight the review of all design, documentation, construction and commissioning variations to the Project to see that they are within the terms of the Project Brief, the agreed design and budget limitations; • Establish and maintain appropriate working relationships with the Department of Health Client Office; • Establish and maintain appropriate working relationships with the Victorian Health Building Authority; • Establish and maintain appropriate relationships with key internal and external project stakeholders; • Ensure effective mechanisms are established within Health Services to facilitate appropriate stakeholder liaison and input; • Work effectively with all project partners, on service planning, model of care, service development and change management to ensure that the project objectives are delivered; • Manage the preparation of briefings and policy advice to the Steering Committee; • Arrange and chair such progress meetings as are necessary for satisfactory coordination of the work with user groups, consultants, contractor, sub-contractors and suppliers etc.; • Apply judgement to assess levels of risk, establish risk management strategies and manage outcomes; • Identify and evaluate the various planning and operational options (capital and non-capital), from a 	

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	<p>functional, cost and time oriented view;</p> <ul style="list-style-type: none"> • Ensure control and adherence of professional and technical standards for capital works projects to ensure projects meet cost criteria, and public safety criteria; • Undertake research, provide policy advice and managing emerging issues as required.
<p>Key Working Relationships:</p>	<p>Internal:</p> <ul style="list-style-type: none"> • Divisional Directors • Clinical Service Directors • Senior leadership team • OH&S • Infection control <p>External:</p> <ul style="list-style-type: none"> • Department of Health • Department of Health Client Office • Victorian Health Building Authority • Project Company (Project Co. consortium) • State consultants (builders, architects and engineers) • University and academic partners • Local councils • Unions and professional bodies • Community stakeholder groups
<p>Key Selection Criteria:</p>	<p>Essential</p> <ul style="list-style-type: none"> • Strong understanding of public hospital operations, planning and governance structures • Significant experience in procurement, planning and design of acute hospitals including an understanding of acute hospital services and how they are translated into the built form. • Experience delivering PPP, joint venture, consortia and/or alliance infrastructure projects in a health context • Design Management experience on a large complex hospital project • Experience in the preparation of project documentation that outlines health service requirements, such as the functional brief • Well-developed project management and organisational skills, including, managing project teams, managing user participation in the design process, monitoring and reporting on project plans, milestones and deliverables, budget and resource allocation • Highly effective working as part of a team and autonomously • Strong communication and presentation skills - both written and verbal • Strong interpersonal skills and the ability to work with a range of personalities • Demonstrated ability to evaluate multidimensional issues, think creatively about solutions, and prepare briefs to support decision-making • Experience in a role where managing changing priorities and high workloads demanded highly developed skills in multi-tasking with the ability to switch attention between tasks, manage competing demands, prioritise effectively, and complete tasks to a consistent and professional standard • Strong stakeholder management experience and skills <p>Desirable</p> <ul style="list-style-type: none"> • Project Team resource management experience

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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
- The role will be based at Footscray Hospital, however periodic travel to Melton may be required to support the work of the Project

General Information

- Redeployment to other projects, services and 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

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- 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.](#)

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