

Senior Project Officer

Position number:	594442 (IPAF)
Branch/Division/Team:	Planning and Development, Victorian Health Building Authority, Health Infrastructure branch
Work location:	Level 10, 35 Collins Street, Melbourne
Classification:	VPS 5
Salary range:	Value range 1: \$101,120 - \$111,734 plus superannuation Value range 2: \$111,736 - \$122,348 plus superannuation
Employment status:	Full-time (76 hours per fortnight). Fixed term to 31 December 2021
Position reports to:	Director, Planning and Development Branch
Position contact:	

Role purpose

The role of Senior Project Officer within the Planning and Development Branch of the Victorian Health Building Authority (VHBA) is required to be part of a high performing team of project managers and technical specialists to undertake and oversee the service and capital planning of health infrastructure projects which will inform the development of capital business cases.

The Senior Project Officer must have knowledge of the Victorian healthcare system, an interest in developing good stakeholder engagement and management skills and the capacity to participate in the identification, definition and development of health infrastructure projects.

The Senior Project Officer will work to deliver high quality projects, on time and on budget consistent with the VHBA Project Management Framework. They ideally will have the capacity to think laterally, methodically and be capable of forming working relationships with health agencies and stakeholders across government.

Are you:

- Task orientated individual interested in making a meaningful impact in planning for the future of Victoria's health infrastructure?
- Rigorous in the pursuit of informing robust and sound capital investment decisions for Government?
- A highly motivated individual, looking to expand your understanding of the capital development process?

Department of Health

The Department of Health (DH) has been established to advance the government's policy priorities in improving patient outcomes and experience for all Victorians.

DH is responsible for the Health and Ambulance Services, Mental Health and Ageing portfolios. We also lead the government's public health response and recovery of the COVID-19 pandemic.

DH will remain at the very heart of Victoria's recovery effort – looking after families and taking care of Victorians' loved ones.

A priority for DH will be to deliver ever-better quality healthcare through continuous improvement. We will have Victorians and clinicians at the center of our reforms, continued leadership from our health service executives, and deeper engagement with our academic partners.

Our ultimate vision is to achieve the best health and wellbeing for all Victorians. We will do this through the creation of a department committed to leading an integrated and continually improving healthcare system for health, mental health and aged care.

Infrastructure Division

The Infrastructure Division is responsible for the planning, delivery, and oversight of health portfolio infrastructure, through the Victorian Health Building Authority. This includes metropolitan, regional, and rural hospitals, community health services, residential aged care and mental health facilities, and ambulance branches across Victoria. Through strong partnerships across government, health services, industry, and Victorian communities, we provide innovative and sustainable infrastructure solutions to ensure our health system meets the current and future needs of all Victorians.

The Division provides health services leadership for precincts development, insight around provision of safe, healthy, and positive places, and influence on metropolitan and regional priorities.

The Division leads the department's relationships with agencies such as the Department of Jobs Precincts and Regions and Infrastructure Victoria to improve the health and wellbeing of Victorians, attract investment, leverage jobs growth through capital investment and create vibrant places for now and in the future.

Victorian Health Building Authority

The Victorian Health Building Authority (the Authority) is a recognised leader in the origination, planning and delivery of social infrastructure projects for Victoria; and is responsible for the Victorian Government's multi-billion-dollar health infrastructure program comprising \$16.6 billion in managed assets and \$7.84 billion of funded infrastructure committed and/or being delivered.

With this significant financial responsibility, the Authority has a keen focus on boosting efficiency and innovation in the planning, management and delivery of infrastructure to meet the needs of our growing population, so Victorians have access to safe and modern health infrastructure and equipment to ensure the highest quality healthcare.

The Authority's track record, recent implementation of both a best-practice Program Management Office and an integrated Communications and Engagement unit, together with national recognition for our High Value High Risk / Public Private Partnership projects, establishes the Authority as a centre of infrastructure project management expertise.

Our aim is to deliver world-class services and facilities to ensure Victoria continues to be one of the most liveable places in the world, now and for generations to come.

Role of unit: Planning and Development

The Planning and Development unit is responsible for capital projects from identification of service need to funding approval. The planning progression includes locality planning, clinical service planning, models of service delivery, strategic functional briefs, master planning, and feasibility studies. Planning is critical to ensure high quality, rigorous and evidence-based inputs are available for development of business cases that are affordable, attainable, meet the business need and provide government with sufficient confidence to commit significant tax payer money to fund the proposed initiative.

Planning and Development has expert teams with deep understanding of service and capital planning needs, business case development, relevant policies and guidelines, local demographics, future population trends, industry knowledge and key benchmarks, providing a long-range view to maximise each asset's life expectancy. In addition, they provide expert advice related to architecture, urban design and landscape architecture throughout the planning, delivery and maintenance phases of all projects undertaken by the Authority.

Strong partnerships are forged with the respective health services, and vital clinical input is sourced through clinical forums to ensure the final built environment will meet the stringent requirements of clinical staff.

Key accountabilities

The Senior Project Officer will work within a project team and will be responsible for coordinating all aspects of the service and capital planning process leading to the development of a health infrastructure capital business case. The role will be responsible for, but not limited to the following:

- Responsible for contract management and procurement activities
- Coordination and management of project governance meetings and involvement in secretariat duties
- Coordination of information and the preparation of detailed and concise briefings to inform the planning process
- Stakeholder engagement and relationship building across the public health system and with internal Departmental program areas.
- Responsible for the comprehension and application of government and department policy to health planning projects

Operating at value range 1, you will:

1. Contribute to the full life cycle of projects to meet departmental objectives including:
 - a. Undertaking research, analysis and implementation of projects based on defined outcomes and outputs.
 - b. Managing projects or sub-projects and being accountable for the successful delivery and completion of the projects/sub-projects within resourcing, timeline and budget parameters.
 - c. Monitoring and evaluating projects to ensure departmental objectives are met.
2. Provide authoritative advice to internal and external stakeholders and prepare and present detailed reports, ministerial briefs, cabinet and agency submissions on complex matters.
3. Build and maintain positive relationships with key stakeholders to facilitate a partnership approach.
4. Be responsible for overseeing, monitoring and delivering projects using internal or external resources in accordance with relevant legislation, government regulations and guidelines.
5. Undertake all project management activities in accordance with departmental processes and the VHBA Project Management Framework.

6. Oversee all project activities ensuring deliverables and standards of excellence are achieved on time and on budget
7. Keep accurate and complete records of your work activities in accordance with legislative requirements and the department's records, information security and privacy policies and requirements.
8. Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the department's occupational health and safety (OHS) policies and procedures.
9. Demonstrate how the actions and outcomes of this role and work unit impact clients and the department's ability to deliver, or facilitate the delivery of, effective support and services.

Operating at value range 2, you will perform all the above together with increasing involvement to:

1. Operate within increased level of autonomy and accountability in delivering within broad strategic directions.
2. Provide professional leadership and guidance.
3. Make decisions that establish precedents.
4. Manage stakeholders through effective negotiation and influence.
5. Manage cross-functional delivery of departmental policies and services impacted by sensitive and complex issues.

Key selection criteria

Technical expertise

- Demonstrated knowledge of capital planning processes for complex infrastructure projects preferably within Government settings would be expected.

Knowledge and skills

1. Project management: produces project plans where objectives are clearly defined and action steps for achieving them are clearly specified; regularly communicates with and supports project and creative services team members; ensures project objectives are met by anticipating and managing potential and emerging issues.
2. Problem solving: seeks all relevant information for problem-solving; investigates and probes for the facts; liaises with stakeholders; analyses issues from different perspectives and draws sound inferences from information available; identifies and proposes workable solutions to problems.
3. Written communication: prepares emails, scripts, reports and feedback using clear, concise and grammatically correct language; ensures written communications contain necessary information to achieve their purpose; uses appropriate style and formats. Edits written communications to ensure they contain the information necessary to achieve their purpose and meet audience needs; ensures appropriate style and formats are used.
4. Self-management: invites feedback on own behaviour and impact; uses new knowledge or information about self to build a broader understanding of own behaviour and the impact it has on others; understands strong emotional reactions and seeks ways to more effectively manage them.

Personal qualities

1. Creativity and innovation: generates new ideas; draws on a range of information sources to identify new ways of doing things; actively influences events and promotes ideas; translates creative ideas into workplace improvements; reflects on experience and is open to new ways to improve practice.

2. Conceptual and analytical ability: deals with concepts and complexity comfortably; uses analytical and conceptual skills to reason through problems; has creative ideas and can project how these can link to innovations.
3. Relationship building: establishes and maintains relationships with people at all levels; promotes harmony and consensus through diplomatic handling of disagreements; forges useful partnerships with people across business areas, functions and organisations; builds trust through consistent actions, values and communication; minimises surprises.
4. Teamwork: cooperates and works well with others in pursuit of team goals, collaborates and shares information, shows consideration, concern and respect for others feelings and ideas, accommodates and works well with the different working styles of others, encourages resolution of conflict within the group.

Qualifications

- A tertiary qualification in one of the following areas is desirable:
 - Clinical health disciplines / public health
 - Project management
 - Construction/ construction management

Important information

The salary range for this position is set out in Schedule B of the *Victorian Public Service Enterprise Agreement 2020*. For further information refer to [Department of Treasury and Finance](https://www.dtf.vic.gov.au/home) (<<https://www.dtf.vic.gov.au/home>>).

The Department of Health's policy stipulates that salary upon commencement is paid at the base of the salary range for the relevant grade. Any above base requests require sign off by an executive delegate and will be by exception only or where required to match the current salary of a Victorian Public Service staff transferring at-level.

Individuals who have received a Voluntary Departure Package from a Victoria Public Service department/agency are ineligible for re-employment for a minimum period of three calendar years from the date of separation.

The department is a key emergency management partner and contributes significantly to Victoria's emergency management arrangements. As part of a whole of government agreement, employees may be required to undertake training in emergency management and support functions during an emergency and may be redeployed to facilitate this need.

The department is committed to providing and maintain a working environment which is safe and without risk to the health of its employees.

Pre-employment checks

All appointments to the Department of Health are subject to reference checks, pre-employment misconduct screening and national criminal records checks. Some positions may also be subject to a 'Working with Children Check'.

Applicants who have lived overseas for 12 months or longer in one country in the last 10 years are required to provide an international policy check. Applicants can obtain this from the relevant overseas police agency – further information can be sought from the Department of Home Affairs website 'character and policy certificate requirements' page. Alternatively, applicants can obtain a check through an organisation which provides international policy checks via an internet search.

Values and behaviours

The Department of Health employees are required to demonstrate commitment to:

The public sector values and behaviours – responsiveness, integrity, impartiality, accountability, respect, leadership and human rights.

Recordkeeping – The department is committed to good record keeping and requires all staff to routinely create and keep full and accurate records of their work-related activities, transactions and decisions, using authorised systems.

Diversity – The department values an inclusive workplace that embraces diversity and strongly encourages applications from Aboriginal people, people with disability, people from the LGBTQI+ community, and people from culturally diverse backgrounds.

Further information

For further information visit [About the Department of Health](https://www.vic.gov.au/health/about-us) <https://www.vic.gov.au/health/about-us>

To receive this document in another format, [email People and Culture](mailto:careers@dhhs.vic.gov.au) <careers@dhhs.vic.gov.au>.

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In this document, 'Aboriginal' refers to both Aboriginal and Torres Strait Islander people. 'Indigenous' or 'Koori/Koorie' is retained when part of the title of a report, program or quotation.

Available at careers.vic.gov.au <https://careers.vic.gov.au/> and [Jobs and Skills Exchange](https://jse.vic.gov.au) <https://jse.vic.gov.au/>