

## Project Officer

<b>Position number:</b>	DH/HI/VHBAT312 - DH/HI/VHBAT316
<b>Branch/Division/Team:</b>	Health Capital Program, Victorian Health Building Authority, Health Infrastructure Division
<b>Work location:</b>	35 Collins Street, Melbourne
<b>Classification:</b>	VPS4
<b>Salary range:</b>	\$88,955 - \$100,930 per annum plus superannuation
<b>Employment status:</b>	Fixed term to 30 June 2024 Full-time (76 hours per fortnight)
<b>Position reports to:</b>	Principal Project Manager, Health Capital Program
<b>Position contact:</b>	Lisa Antonio
<b>Closing date:</b>	Midnight 26 September

## Role purpose

The Victorian Health Building Authority (VHBA) is responsible for the delivery of an ongoing capital investment program (circa \$1Bn per annum). The program includes responsibility for the development of asset strategies as well as the planning, development and delivery of new build and redevelopment infrastructure projects.

The primary purpose of the Project Officer role is to support the management and implementation of capital projects. The role will be responsible for supporting the Principal Project Manager and the project team to deliver the project planning, managing client relationships, engagement and management of consultants and contractors, project budget and delivery, performance reporting.

Key stakeholders also include the project client, the policy and program areas of DHHS relevant to the projects, the project design teams, consultants and other relevant areas of VHBA such as the Program Management Office (PMO), Finance, Human Resources etc. The role may also involve working with Health Services and providing support with facilitation and secretariat as required.

### Are you:

- Passionate about improving the delivery of public sector capital projects?
- Committed to delivery of sustainable services to Victorian communities?
- A strong team player with the ability to work autonomously to deliver outcomes?

## 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

Health Infrastructure is responsible for the planning, delivery and oversight of health portfolio infrastructure. Through the Victorian Health Building Authority, we deliver a program of projects and asset management initiatives across 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.

We also provide leadership for health infrastructure policy including environment and precincts development. We build insight around provision of safe, healthy and positive places, and influence 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 \$23 billion in managed assets and \$6 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: Delivery**

The Delivery unit is responsible for all capital projects from funding approval to the end of the defects and liability period. Significant commercial and technical expertise is required throughout the delivery cycle including design development; contract documentation, tendering, evaluation and award; construction oversight; commissioning and post occupancy evaluation.

Delivery has an expert team that utilises a variety of commercial procurement approaches, including Public Private Partnerships (PPP) and construction management, to effectively utilise tax payer money. The team delivers significant and complex contracts balancing the need to maximise the government's commitment, whilst ensuring innovative building methodologies and quality outcomes are achieved to provide the best health service networks into the future.

In the construction phase the Delivery team's highly specialised staff are accountable for managing the project within the approved budget and scope, to an agreed timeframe, in accordance with government policy and the highest standards of project governance and project management. This includes implementing and monitoring all necessary project management functions defined in the Project Management Framework such as scheduling, risk and issues management, reporting, and benefits management to enable project delivery that complies with applicable standards, regulations, guidelines and conditions.

## Key accountabilities

### Purpose

The primary purpose of this role is to provide support to the Principal Project Manager and delivery team to deliver a range of capital projects. The role will be responsible for project administration, supporting delivery of project planning, managing client relationships, engagement and management of consultants, project budget and delivery, project cashflow and forecasting, performance reporting.

### Accountabilities

1. Contribute to the full life cycle of projects to meet departmental objectives including:
  - (a) Supporting the development and delivery of projects or sub-projects and their successful completion within resourcing, timeline and budget parameters.
  - (b) Contributing to the monitoring and evaluation of projects to ensure departmental objectives are met.
  - (c) Assisting in research, analysis and implementation of projects based on defined outcomes and outputs.
2. Where responsible for overseeing, monitoring or delivering projects activities, ensure they are delivered in accordance with relevant legislation and government regulations and guidelines.
3. Assist in providing advice to stakeholders and assisting in the preparation and presentation of reports, ministerial briefs, cabinet and agency submissions on a range of matters.
4. Maintain positive relationships with stakeholders to facilitate a partnership approach.
5. Assist to manage delivery of capital projects to meet Government project objectives, budget and community expectations.
6. Provide administrative support to the Project Control Group, through the provision of reports to assist the decision-making processes for the assigned capital projects.
7. Assist to identify and provide timely quality advice on issues affecting projects and assist to facilitate decisions leading to proactive project implementation.
8. Assist to actively identify emerging pressures and possible issues and initiate risk management strategies to address them.
9. 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.
10. 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.

11. 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.

## Key selection criteria

### Knowledge and skills

1. Written communication: prepares briefs, letters, emails and reports using clear, concise and grammatically correct language; ensures written communications contain necessary information to achieve their purpose; uses appropriate style and formats.
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. Project management: assist with project plans where objectives are clearly defined and action steps for achieving them are clearly specified; regularly communicates with and supports project team members; ensures project objectives are met by anticipating and managing potential and emerging issues.
4. Self-management: plans and prioritises work to ensure outcomes are achieved; resists the temptation to react immediately without taking time to think things through; uses strengths to contribute constructively and consciously manages the impact of own weaknesses; anticipates own reactions to situations and prepares accordingly.

### Personal qualities

5. Detail focus: observes fine details; identifies gaps in information; looks for logical sequences of information; highlights practical considerations of plans and activities.
6. Flexibility: adaptable; open to new ideas; accepts changed priorities without undue discomfort; recognises the merits of different options and acts accordingly.
7. 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.
8. 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

An appropriate tertiary qualification in architecture, building, engineering or equivalent would be desirable.

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