

Project Manager

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| Position number: | DH/HI/VHBAT311 - DH/HI/VHBAT314 - DH/HI/VHBAT315 |
| Branch/Division/Team: | Health Capital Program, Delivery Branch, Victorian Health Building Authority, Health Infrastructure Division |
| Work location: | 35 Collins Street, Melbourne (some business travel as required) |
| Classification: | VPS5 |
| Salary range: | Value Range 1: \$102,637 - \$113,410 per annum plus superannuation Value Range 2: \$113,412 - \$124,183 per annum plus superannuation |
| Employment status: | Fixed term to 30 June 2024 Full-time (76 hours per fortnight) |
| Position reports to: | Principal Project Manager, Health Capital Program |
| Position contact: | 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 Manager role is the management and implementation of a range of Capital Projects. The role will be responsible for supporting the Project Director and the project team to deliver the project planning, managing client relationships, engagement and management of consultants and contractors, project budget & delivery and 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 sections of VHBA such as PMO, Finance, Human Resources etc.

Are you:

- A person with excellent communication and relationship building skills?
- A person who can effectively work within a team environment?
- A person with experience in providing authoritative quality advice?

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: 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 taxpayer 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

The purpose of these roles is to plan and manage capital projects which include managing client relationships, consultant and contractor procurement, project budget and delivery, project cashflow and forecasting, monitoring and performance reporting. The key stakeholders are capital health project clients, such as hospitals and health services, consultants and contractor as well as the health community at large.

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. Monitor and report on project progress and expenditure, project cashflow and forecasting and report to key stakeholders and project management offices on overall program and budget performance
4. Build and maintain positive relationships with key stakeholders to facilitate a partnership approach.
5. Where responsible for overseeing, monitoring or delivering projects, ensure they are delivered in accordance with relevant legislation and government regulations and guidelines.
6. Manage the delivery of capital projects to meet Government project objectives, budget and community expectations
7. Develop and provide reports to the Project Control Group, assisting in the decision-making processes for the assigned capital projects.
8. Identify and provide timely authoritative quality advice on issues affecting projects and facilitate decisions leading to proactive project implementation.
9. Actively identify emerging pressures and possible issues and initiate risk management strategies to address them.
10. Develop and maintain effective working relationships with internal and external project stakeholders including internal divisions, regions, agencies, consultants and contractors.
11. 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.

12. 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.
13. 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

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

5. 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.
6. 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.
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

- A tertiary qualification in Architecture, building, engineering or equivalent experience 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>>)

Position description

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/>