

Principal Project Manager

Position number:	DH/HI/VHBAT309
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:	VPS6
Salary range:	Value Range 1: \$125,893 - \$147,184 per annum plus superannuation Value Range 2: \$147,185 - \$168,473 per annum plus superannuation
Employment status:	Fixed term to 30 June 2024. Full-time (76 hours per fortnight)
Position reports to:	Director, 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 Principal Project Manager role is the management and implementation of a range of Capital Projects. The role will be responsible for leading and developing a multi-disciplinary team, focussed on high performance, accountability and project excellence. This role will also lead the integration of project requirements including; engineering, cost, constructability, land planning and environment, communications and stakeholder relations

The role would confidently represent the Department with contractors and negotiate with them as well as resolve complex issues through a process of consultation and negotiation with key stakeholders. Authoritative expert advice and technical report are likely to be required. The role would also focus on stakeholder issues and influence their views.

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

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

Position description

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

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 cash flow and forecasting, performance reporting.

Operating at Value Range 1, you will:

1. Project manage the delivery of significant capital projects, so as to meet Government project objectives, budget and community expectations.
2. Develop quality feasibility studies and master plan for identified client requests for capital projects.
3. Manage the tendering process to engage consultants and builders required for project delivery and effective ongoing management of resulting contracts.
4. Monitor and report on project progress and expenditure and report to key stakeholders on overall program performance.
5. Actively identify emerging pressures and possible issues and initiate risk management strategies to address them.
6. Effectively manage and provide leadership to a team of employees by:
 - a. leading and supporting individuals to achieve their potential and contribution to organisational goals and outcomes
 - b. modelling behaviours integral to good people management and departmental values
 - c. where relevant, managing and monitoring specific improvement objectives in annual improvement plans relating to the area of responsibility
 - d. pro-actively building and maintaining positive relationships with peers and stakeholders across the organisation.
7. Provide timely expert advice and develop open and effective communication strategies including collection of highly complex, contentious or sensitive information on matters of staff or business
8. Develop and maintain effective working relationships with internal and external project stakeholders including DHS health divisions, project managers and agencies.
9. Proactively resolve problems and facilitate positive outcomes.
10. Identify and provide timely expert quality advice on issues affecting projects.
11. Conduct post occupancy reviews and project reviews and advise on improvements.

12. Display a willingness to work cooperatively with peers and senior management in an operating environment with conflicting and changing priorities.
13. Cooperate with managers in consultative processes that improve health and safety by using the relevant tools and systems, such as procedures, guidelines and policies.
14. Observe the safe working practices you have been trained in, and as far as you are able, protect your own and others' health and safety.

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. Manage complex major projects or a range of significant projects.
3. Provide leadership and guidance in capital project management.
4. Develop and implement specialised service delivery models and initiatives.
5. Contribute advanced expertise and knowledge to strategic planning and decision-making processes related to capital management.
6. Manage a range of projects/functions each with increased budget, staff responsibilities or strategic importance
7. Respond productively to deliver solutions and outcomes in an organisational environment complicated by scale, heterogeneity and complexity
8. Influence stakeholders and negotiate to resolve complex issues and significant differences to achieve agreement to projects.
9. Drive change at the organisational level.
10. Provide specialised expert advice to Government, senior levels of management and external stakeholders on capital projects.
11. Work with a high level of autonomy and accountability.
12. Be a key decision maker with a detailed understanding of the work environment or specialist knowledge or expertise in a broad subject area.
13. Manage a range of projects/functions each with increased budget, staff responsibilities or strategic importance.

Key selection criteria

Knowledge and skills

1. **People Management:** Aligns team with the organisational values and goals through effective people management and modelling; maximises effectiveness by selecting, developing, managing and motivating a high performing team; clearly defines roles and expectations; monitors performance, provides timely and constructive feedback and facilitates employee development; ensures staff are effectively deployed through effective workforce planning practices.
2. **Written Communication:** Prepares complex briefs, letters, emails and reports using clear, concise and grammatically correct language; 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.
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. **Stakeholder Management:** Identifies issues in common for one or more stakeholders and uses to build mutually beneficial partnerships; identifies and responds to stakeholder's underlying needs; uses understanding of the stakeholders' organisational context to ensure outcomes are achieved; find innovative solutions to resolve stakeholder issues.

Personal qualities

1. **Developing others:** Actively seeks to improve others' skills and talents by providing constructive feedback, coaching and training opportunities; empowers others by investing them with the authority and latitude to accomplish tasks; appropriately delegates' responsibilities to further development of others.
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 innovation.
3. **Detail Focus:** Observes fine details; identifies gaps in information; looks for logical sequences of information; highlights practical considerations of plans and activities.
4. **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 communications; minimises surprises.
5. **Teamwork:** Cooperates and works well with others in the 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 group.

Qualifications

- An appropriate tertiary qualification in architecture, building, engineering or equivalent experience.

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/>