



POSITION DESCRIPTION

Position Title:	Project Officer – Capital Projects
Award Classification:	Admin Officer Gr 03 (AUS/30/10/HS3)
Award / Agreement Name:	Vic Public Health (AUS/30) Admin Officers (AUS/10)
Position Reports to:	Manager Capital Projects
Details:	Permanent/ongoing position Based at Box Hill Hospital or other Eastern Health site as agreed, site visits to various Eastern Health sites as required. Hybrid working option available. 40 hours per week with accrued 1 x RDO per month Part time (pro-rata of 38 hours) option available Admin Officer Gr 03

EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne's largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs

Our promise

Healthier together



1. POSITION PURPOSE

Reporting to the Manager Capital Projects, the Project Officer will assist with the successful delivery of major and minor capital projects across Eastern Health's campuses. This role ensures projects are delivered on time, within budget, and in compliance with all regulatory and operational requirements.

Eastern Health plans and delivers major and minor building and construction projects, which include the provision of advice, project management and coordination of capital projects within Eastern Health. Eastern Health has a strong link with the Department of Health (DH) and Victorian Health Building Authority (VHBA) in planning and delivering major projects as well as working within Eastern Health resources to plan and deliver minor projects. All Eastern Health Capital Planning and Works activities are undertaken in accordance with relevant legislation, Australian Standards and this policy's associated standards and guidelines.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

- Work with the team in the delivery of major and minor Capital Projects across the Eastern Health sites, adhering to the defined Stages of Capital Project Life Cycle:
 - **Stage 1** – Proposal – Includes Service Plan, Strategic Business Case and Initiation.
 - **Stage 2** – Planning and Evaluation (Scoping and Costing) – Includes Planning Brief, Master Plan, Feasibility and Preliminary Business Case.
 - **Stage 3** – Planning and Evaluation (Business Case) – Includes Schematic Design, Cost Plan C1 and final Business Case.
 - **Stage 4** – Delivery (Documentation) – Includes Design Development, Cost Plan C2, Documentation and Cost Plan D.
 - **Stage 5** – Delivery (Implementation) – Includes Tender, Evaluation and Award, Construction and Commissioning.
 - **Stage 6** – Operation and Closure
- Support the Capital Projects team by assisting with project administration tasks across the planning, procurement, and delivery stages of capital works projects.
- Assist with project and contract administration tasks in line with the Victorian Public Construction Framework, with Buying for Victoria and/or HealthShare Victoria requirements, including assisting with tender evaluations, builder appointment, contract administration and project handover activities.
- Assist in managing contract correspondence, including reviewing and responding to Notices of Delay, Extension of Time (EOT) claims, variations, builder progress claims, and Requests for Information (RFIs).
- Process and reconcile monthly invoices from builders, consultants, and suppliers, ensuring alignment with approved contracts, budgets, and project cashflow forecasts.
- Coordinate purchasing, tracking, and delivery of Furniture, Fittings and Equipment (FFE), minor medical equipment and ICT items following Eastern Health's procurement requirements ensuring alignment with project timelines and specifications.
- Prepare and distribute meeting agendas, take minutes, track action items, and maintain accurate project documentation, registers, and filing systems.
- To prepare reports as required for senior stakeholders or PMO, organise relevant meetings and ensure all project documentation is maintained.
- To participate and contribute to quality and accreditation activities including audits.

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem-solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high-quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centred care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

11. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.

Signed: _____

Date: ____/____/____

Manager

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

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Position Reports to:	Manager Capital Projects

Desirable Qualifications and Experience:

- Qualifications and/or relevant experience in project management, building construction, engineering, architecture or related field, particularly in roles such as project administration, contract administration, or junior project manager.
- Experience in working on capital works projects within healthcare, aged care, pharmaceuticals or similarly regulated environments.
- Awareness of the Victorian Public Construction Framework and project delivery processes under contracts such as the Medium Works Contract and consultant agreements.
- Understanding of procurement and tender processes in accordance with Buying for Victoria or HealthShare Victoria guidelines, including preparation of documentation and assistance with evaluations.
- Experience supporting contract administration tasks such as reviewing and responding to Notices of Delay, Extension of Time (EOT) claims, and variations, builder progress claims and RFIs.
- Demonstrated experience processing monthly invoices from builders, consultants, and suppliers, including reconciling against contracts, budgets, and project forecasts.
- Experience in purchasing and coordinating delivery of FFE and minor equipment for capital projects, under direction of the project manager.
- Skilled in preparing meeting agendas, taking minutes, tracking action items, and maintaining project records and registers.

Desirable Key Skills and Attributes:

- Strong organisational skills with the ability to manage competing priorities across multiple projects.
- Proficiency in using Microsoft Office (Word, Excel, Outlook, Sharepoint), with experience using finance, procurement, or document management systems (e.g. Aconex, Procore).
- Effective communication skills, including the ability to liaise with internal stakeholders, external contractors, consultants, and suppliers.
- Commitment to quality, sustainability, and continuous improvement.

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways. Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au