

Position Title:	Project Lead - Workforce East Metro and Murrindindi Local Health Service Network
Award Classification:	HS5
Award/ Agreement Name:	Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers & Administrative Officers) Multiple Enterprise Agreement 2021- 2025
Position Reports to:	Project Manager East Metro and Murrindindi Local Health Service Network

Local Health Service Networks

In 2023, an independent Expert Advisory Committee was established by the Department of Health to consider how to improve access and equity of our health services for all Victorians. The Committee consulted with health service and sector leaders and found that although we have a world-class health services system with a committed and excellent workforce, like health systems across the world, it is under increasing strain and there is a need to deliver better, more connected care.

Overall, the Committee found that the system was often disconnected and hard to navigate, access to services was inequitable, and resources were sometimes insufficiently focused on patient care due to duplication and administrative inefficiencies. To provide solutions, the Committee developed the Health Services Plan.

The Health Services Plan recommended more collaboration and connection between health services by creating Local Health Service Networks (LHSNs). LHSNs group health services within a geographical region and are responsible for delivering better care, as close to home as possible.

LHSNs came into effect on 1 July 2025, and will enable health services to work better together to deliver more accessible, higher quality care for Victorians. This may include coordinating clinical services and attracting and retaining the right workforce.

LHSNs will aim to deliver:

- A system that is easier to navigate, with more consistent pathways between hospitals
- Better and more consistent support for our precious health workforce
- Less duplication of administration, so that our hospitals can focus on what they do best - caring for patients

The LHSNs will deliver stronger referral pathways that enable specialties to share expertise across the region. In addition, to support better access to high complexity care and expertise, each LHSN will establish a formal relationship with a tertiary, a women's and a children's hospital so that patients can more easily and quickly access specialist care when they need it.



East Metro and Murrindindi Local Health Service Network

The EMM LHSN is a collaboration between Alexandra District Health, Eastern Health, St Vincent's Hospital Melbourne and Yea District and Memorial Hospital.

ALEXANDRA DISTRICT HOSPITAL

Alexandra District Health (ADH) delivers a broad range of health care and community services for individuals and families in its local community and the broader Murrindindi Shire. Alexandra District Health provides inpatient care for both medical and surgical patients. Day and overnight surgical services are supported by visiting specialist surgeons and specialist anesthetists.

EASTERN HEALTH

Eastern Health (EH) is one of Melbourne's largest metropolitan public health services. Eastern Health provides 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.

Eastern Health is the fund holder and employer for the core roles within the EMM LHSN.

ST VINCENTS HOSPITAL MELBOURNE

St Vincent's Hospital Melbourne (SVHM) is a leading teaching, research and tertiary health service, which employs more than 7,500 staff across 16 sites throughout Melbourne. Part of Australia's largest not-for-profit Catholic health and aged care network, St Vincent's Health Australia, SVHM provides a diverse range of adult clinical services including acute medical and surgical services, sub-acute care, medical diagnostics, rehabilitation, allied health, mental health, palliative care, correctional health and community residential care. SVHM's mission is to provide high quality and efficient health services to the people of Victoria in accordance with the philosophy of St Vincent's Health Australia.

YEA & DISTRICT MEMORIAL HOSPITAL

Yea & District Memorial Hospital (YDMH) is a vibrant and compassionate health service located north of the Yarra Valley in the beautiful rolling green hills of Yea. With a 24-hour Urgent Care Centre, 10 bed acute ward, a 25-bed Aged Care facility and a Community Health Centre, YDMH is committed to providing quality health care to the local community through the provision of high-quality health services. YDMH has a broad community reach servicing a population of approximately 6,892 from the communities of Yea, Glenburn, Kinglake, Flowerdale and surrounds.

1. POSITION PURPOSE

The EMM LHSN Project Lead – Workforce, is responsible to the EMM LHSN Project Manager and will play a pivotal role in implementation of designated common and local initiatives under the Workforce Priority Area as outlined in the Statement of Expectations. This will include completing a mapping exercise to understand the current state and known gaps across the four organisations, identify priority areas and facilitate a coordinated approach to opportunities for exploration.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

Project management:

- Lead and manage the identified workforce project/s to ensure timelines are met, issues and risks are identified and appropriately managed, scope is managed, and deliverables are of a high quality and meet expectations.
- Develop a project management plan to oversee the various workforce initiatives.
- Coordinate and facilitate discussion, including workshops as relevant, with stakeholder groups to ensure appropriate input and insights are considered.
- Routinely report progress of the project against the agreed project plan to relevant groups and individuals.
- Manage potential scope changes to achieve the best outcome based on the project objectives.
- Utilise appropriate project management tools to support tracking of project progress and achievement of milestones and deliverables including preparing detailed project GANTT charts, status reports, risk and issues registers etc.
- Prepare implementation plan with key stakeholders and ensure approval from relevant committees/sub-committees.
- Ensure post project evaluations and assessments are undertaken to define lessons learnt and successes.

Engagement:

- Engage with relevant leaders and teams across all EMM LHSN organisations to ensure project support, commitment and involvement and to ensure their needs are recognised and they are appropriately informed and involved.
- Engage with workforce and discipline leaders across all EMM LHSN organisations.
- Work collaboratively with other people and teams across all EMM LHSN organisations to ensure that dependencies are managed.
- Establish and coordinate any required functional and technical working groups.
- Constantly monitor and report on progress of the project to all stakeholders.
- Actively work with key stakeholders regarding the 'business as usual' arrangements and requirements including resourcing and allocation of responsibility.
- Assist with the change management requirements across all EMM LHSN organisations to achieve the greatest benefit from the new system/workflows/initiatives as well as controlling the potential impact of the change.
- Develop and deliver an effective Communication Plan and Change Management process.
- Identify and involve key stakeholders in projects as appropriate.

3. SAFE PRACTICE AND ENVIRONMENT

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, particularly 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 Compensations (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 Eastern Health approach to patient and family centered 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 (as employer)

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 every day.

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 everyday.

10. ATTACHMENTS

- a. 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: _____

Date: ____/____/____

ATTACHMENT 1 - KEY SELECTION CRITERIA

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Essential

- Qualifications and/or experience in a relevant field
- Demonstrated project management skills
- Excellent understanding of the provision of health services and health care workforce models
- Previous experience within the health care sector
- Demonstrated ability to consult and collaborate with others and work autonomously and as an effective member of a team to deliver desired outcomes
- Demonstrated ability to work effectively with a range of stakeholders, internal and external
- Ability to prioritise competing demands and meet deadlines
- Proven track record in achieving objectives within a complex organisation and tight time frames
- Excellent communication and presentation skills, both written and verbal
- Excellent interpersonal skills

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@eosternhealth.org.au.