

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	Asset Delivery - Project Manager
<b>Award Classification:</b>	HS4
<b>Award / Agreement Name:</b>	HAMA
<b>Position Reports to:</b>	Asset Manager – Infrastructure and Equipment

### 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. *'Being part of Eastern Health is being part of a welcoming team of healthcare experts'* is achieved through Eastern Health's strategic goal of HEALTHIER TOGETHER.



## **1. POSITION PURPOSE**

**The Asset Delivery - Project Manager is responsible for leading the planning, coordination, and execution of asset management renewal and replacement initiatives in collaboration with engineering infrastructure projects, and capital delivery projects across Eastern Health facilities.**

**This role ensures the appropriate planning and scoping of critical infrastructure asset renewal and replacement initiatives are delivered safely, on time, within budget, and in accordance with Eastern Health's Asset Management Framework, statutory requirements, and clinical service delivery needs.**

## **2. MAJOR DUTIES AND/OR RESPONSIBILITIES**

### **Asset Management & Renewal Planning**

- Support the Asset manager, Infrastructure and Equipment in the translation of asset condition, risk profiles, and lifecycle data into actionable capital renewal and replacement programs.
- Contribute to the development of Eastern Health's long-term Asset Management Plans and annual capital works program.
- Undertake and coordinate technical assessments and feasibility studies for infrastructure upgrades or end-of-life asset interventions.
- Ensure alignment with ISO 55001 principles and Eastern Health's Asset Management Policy and Framework.
- Support the delivery and implementation of new future state processes and integrated systems (CMMS).

### **Financial, Risk & Compliance Management**

- Support the development of project budgets, cost estimates, cash-flow forecasts, and financial reports.
- Monitor expenditure and ensure adherence to funding requirements and procurement guidelines.
- Identify and manage project and asset risks, implementing mitigation strategies and ensuring compliance with health, safety, environmental, and regulatory requirements.
- Support the preparation of documentation for audit, capital submissions, and Board or Executive reporting.

### **Stakeholder Engagement & Communication**

- Liaise with internal stakeholders including clinical leaders, facilities teams, finance, ICT, and to ensure alignment with business and clinical needs.

- Represent Eastern Health in discussions with external contractors, government agencies, and technical authorities in support of Eastern Health Asset renewal strategy and key priorities.
- Provide clear, timely communication regarding progress to plan, impacts, and outcomes.

**Support Capital Delivery Team in:**

- Planning, procurement, delivery, and commissioning of engineering infrastructure projects.
- Manage project scope, design development, tender documentation, contract management, and delivery in accordance with Victorian health infrastructure guidelines.
- Oversee contractors, consultants, and multidisciplinary teams to ensure quality, compliance, and safe work practices.
- Ensure project outcomes align with service delivery requirements and future operational needs.

### **3. SAFE PRACTICE AND ENVIRONMENT**

Eastern Health is a child safe organisation, committed to promoting the wellbeing and cultural safety of Aboriginal children, children with disabilities and all children in their diversity. More information [here](#).

**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 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.

### **Our commitment to Diversity, Equity & Inclusion**

Eastern Health is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in ensuring Eastern Health provides the best service to its consumers.

Aboriginal and/or Torres Strait Islander peoples, people from the LGBTIQ+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

For more information, please [click here](#).

## 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.*

*Healthcare workers are strongly recommended to follow COVID vaccination recommendations provided in the [Australian Immunisation handbook \(based on ATAGI advice\)](#). Seasonal vaccination against influenza is a mandatory requirement of this role and employment is conditional on this being up to date prior to 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

<b>Position Title:</b>	
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#### Essential

- Tertiary qualification in Engineering, Construction Management, Project Management, Asset Management, or a related discipline.
- Demonstrated experience delivering **high-value construction** and **engineering infrastructure projects** in complex operational environments, preferably healthcare or public sector.
- Strong knowledge of asset lifecycle planning, capital renewal, and replacement strategies.
- Proven ability to manage end-to-end project delivery, including design management, procurement, contractor oversight, commissioning, and handover.
- High-level stakeholder engagement skills with the ability to navigate competing priorities and operational constraints.
- Demonstrated understanding of regulatory, OH&S, and building compliance frameworks relevant to health infrastructure.
- Strong analytical, financial, and reporting skills, including project budgeting and risk management.

#### Desirable

- Experience within a large health service or similar highly regulated, multi-site organisation.
- Familiarity with ISO 55001 Asset Management Systems.
- Certification in Project Management (e.g., PMP, PRINCE2) or Asset Management (e.g., IAM, AM Council).
- Understanding of Victorian capital planning guidelines, health facility design requirements, and government procurement frameworks.

## Personal Attributes

- Strategic thinker with strong problem-solving abilities.
- Collaborative and adaptable, with the ability to thrive in dynamic environments.
- Strong communication, negotiation, and leadership skills.
- Commitment to Eastern Health values and delivering safe, effective, patient-centred infrastructure solutions.

## 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](mailto:Aboriginal.Workforce@easternhealth.org.au)*