

Eastern Health

POSITION DESCRIPTION

Position Title:	Principle Program Manager – Sustainability and Governance
Award Classification:	HS5
Award / Agreement Name:	HAMA
Position Reports to:	Director Building Services & Capital Delivery

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 Principal Program Manager – Sustainability and Governance is a leadership role within the Infrastructure and Capital Delivery Team responsible for driving Eastern Health’s sustainability agenda across capital development, infrastructure, and organisational operations. The role provides governance oversight, and expert guidance to ensure capital projects and organisational programs align with best-practice environmental sustainability, comply with regulatory requirements, and support Eastern Health’s long-term environmental, social, and governance (ESG) objectives.

This role leads the development and implementation of sustainability strategies, policies, standards, and procedures that influence the planning, design, and delivery of high-value capital construction projects, engineering infrastructure and asset management (planning, renewal and replacement). The position ensures governance frameworks are robust, contemporary, and support accountable, safe, and efficient capital delivery.

Position Dimensions

- Senior Leadership role with broad organisational influence.
- Responsible for oversight of sustainability initiatives and governance across capital works portfolio.
- May manage a team of sustainability, governance, and project specialists.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

Program Management and Delivery

- Provide program delivery leadership for sustainability initiatives across Eastern Health’s capital and infrastructure programs, and across key stakeholder groups to deliver on the strategic plan and roadmap.
- Lead complex, high-value capital construction and engineering infrastructure projects ensuring alignment with sustainability objectives, clinical service needs, regulatory compliance, and organisational priorities.
- Oversee the development, management and continuous improvement of portfolio wide governance and standards to ensure transparent, effective, and risk-managed decision-making.

Environmental Sustainability & Engineering

- Develop and deliver Eastern Health’s environmental sustainability strategies, plans, and roadmaps, with a focus on:
 - carbon reduction and net-zero pathways
 - climate resilience and adaptation
 - waste minimisation

- sustainable procurement
- water and energy efficiency
- sustainable engineering and building design
- Provide expert advice on sustainable engineering infrastructure and environmentally responsible design principles.

Capital Delivery Governance

- Lead the design, implementation, and continuous improvement of capital governance frameworks including policies, procedures, standards, templates and assurance processes
- Ensure all capital works adhere to government policy requirements, building codes, sustainability standards, and Eastern Health governance expectations.
- Implement reporting mechanisms that provide clear oversight of project risks, performance, value, and sustainability outcomes.

Stakeholder Engagement & Collaboration

- Engage with internal and external stakeholders including government agencies, engineering consultants, design teams, contractors, and clinical leaders.
- Provide authoritative advice to Executive leaders, project control groups, and governance committees.
- Champion sustainability culture across the organisation through education, communication, and capability building

Performance, Reporting & Compliance

- Monitor environmental and sustainability performance of capital projects and ongoing operations.
- Ensure compliance with all relevant environmental legislation, health infrastructure guidelines, and sustainability standards.
- Prepare reports, business cases, and submissions to support funding and decision-making.
- Oversee Monthly portfolio performance reporting across all activity in capital delivery and engineering infrastructure maintenance and repairs.

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

Position Title:	Principle Program Manager – Sustainability and Governance
Award Classification:	
Award / Agreement Name:	
Position Reports to:	Director Building Services & Capital Delivery

Essential

- Tertiary qualification in **Engineering, Architecture, Environmental Science, Sustainability, Project Management**, or another relevant field.
- Demonstrated experience managing **high-value capital construction projects** in health, public infrastructure, or similarly complex environments.
- Proven experience **developing and delivering environmental sustainability strategies**, ideally at an organisational or sector-wide level.
- Strong knowledge of **sustainable engineering infrastructure**, sustainable design standards, and environmentally responsible construction methodologies.
- Demonstrated ability to develop and implement **capital delivery governance**, including policies, standards, procedures, and assurance frameworks.
- Extensive program or project management experience with advanced skills in **risk, procurement, budget, and stakeholder management**.
- Demonstrated ability to provide authoritative advice to senior leaders and governance groups.
- High-level written and verbal communication skills, including experience preparing reports, business cases, and executive briefings.
- Ability to work collaboratively with diverse professional groups, fostering strong, strategic relationships with internal and external stakeholders.
- Strong analytical, problem-solving, and decision-making skills.
- Demonstrated experience navigating government or public-sector governance processes.
- In-depth understanding of environmental sustainability frameworks (e.g., Green Star, IS Rating System, NABERS, NGERs, climate resilience guidelines, National Pollution Inventory (NP), Environmental Data Management System (EDMS)).

- Comprehensive understanding of relevant legislation, building codes, health infrastructure guidance, and environmental regulations.
- Proven ability to lead multidisciplinary teams and drive organisation-wide initiatives.
- Demonstrated capability to influence culture and drive change in complex organisational settings.

Desirable

- Postgraduate qualifications in **Sustainability, Environmental Engineering, Business Administration, Governance, Public Administration, or Project Management**.
- Registration or membership with relevant professional bodies (e.g., **Engineers Australia, GBCA, ISCA, AIPM, ARBV**).
- Certification in project management (e.g., **PRINCE2, PMBOK, PMP, IPMA, Agile PM**).
- Training or accreditation in sustainability rating systems (e.g., **Green Star Accredited Professional, ISAP**).
- Experience working within a health service, hospital precinct, or large operational healthcare environment.
- Experience shaping organisational sustainability culture through training, capability building, or behavioural change programs.
- Experience in carbon management, circular economy planning, or climate risk assessment.
- Experience in strategic procurement, particularly sustainable procurement and whole-of-life cost analysis.
- Experience with digital tools for project and sustainability management (e.g., BIM, lifecycle modelling, emissions reporting platforms).

Personal Attributes

- Strategic thinker with a commitment to innovation and continuous improvement, with strong problem-solving abilities.
- Strong communication, negotiation, and leadership skills.
- Collaborative, adaptable, and able to navigate complex organisational environments, with the ability to thrive in dynamic environments.
- Highly ethical, with a strong commitment to sustainability, governance, and public value.
- 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