

Eastern Health

POSITION DESCRIPTION

Position Title:	Senior Project Manager - Capital Delivery
Award Classification:	Administration Officer Grade 4, Level 5 (HS29)
Award / Agreement Name:	Health and Allied Services, Managers and Administrative Workers (VPS) (Single interest Employers) Enterprise Agreement 2021-2025
Position Reports to:	Senior Manager Capital Projects

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



1. POSITION PURPOSE

Reporting to the Senior Manager Capital Projects, the Senior Project Manager will oversee 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. The Project Manager will act as a key liaison between stakeholders, including consultants, contractors, and health services, to ensure that projects enhance the organization's ability to deliver quality healthcare services.

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 (DOH) 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

- Ensure 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** – Go-Live, Handover, Defects Liability Period and Closure
- Project Leadership & Delivery
 - Lead end-to-end delivery of major capital and redevelopment projects (>\$3M or complex multi-site works), including major and minor capital projects delivered across all Eastern Health sites.
 - Oversee project planning, concept design, schematic design, detailed design, procurement and construction phases, aligned to the full Capital Project Life Cycle (Stages 1–6: Proposal, Planning & Evaluation, Delivery – Documentation, Delivery – Implementation, and Operation & Closure).
 - Ensure projects achieve defined scope, service outcomes, functionality, and quality, including commissioning that meets required timelines and regulatory standards.
 - Implement best-practice project management frameworks aligned to Eastern Health Capital Delivery Governance Framework and guidelines.
 - Document and monitor programs of work, maintaining up-to-date project documentation, reports, and remedial actions as needed.
 - Ensure minimal disruption to clinical operations and campus functionality throughout construction activities.
- Financial & Risk Management

- Develop and monitor detailed project budgets, cash flows, forecasts, and funding submissions, including management of capital purchases to ensure compliance and accurate financial reporting.
- Apply robust risk identification, mitigation planning, and reporting practices, including undertaking formal risk analyses as required.
- Manage contract negotiations, variations, claims and procurement processes in line with Victorian Government and health sector requirements.
- Manage procurement of Furniture, Fixtures and Equipment (FF&E) in accordance with Eastern Health standards and policies.
- Compliance, Quality & Safety
 - Ensure projects comply with relevant codes, standards, and regulations including: Victorian Health Building Authority/Department of Health Design Guidelines, Building Code of Australia, AusHFG, Work Health & Safety legislation, Infection prevention & control requirements
 - Ensure all works are delivered within Eastern Health safety expectations and quality frameworks, supporting quality and accreditation activities.
 - Ensure buildings and constructed works comply with legislation, regulatory approvals, and internal governance requirements.
 - Support Environmental Sustainable Design (ESD) initiatives that promote energy efficiency and sustainable operations.
 - Ensure cultural considerations and inclusive design principles are embedded throughout facility planning and delivery.
- Leadership & Team Development
 - Mentor and support project managers and project officers within the Capital Works team.
 - Foster a collaborative, performance-focused team culture.
 - Support capacity building across Eastern Health in capital project delivery maturity.
 - Provide expert advice on site infrastructure upgrades and physical fabric improvements.
- Stakeholder Engagement & Communication
 - Liaise with internal stakeholders including clinical leaders, facilities teams, finance, ICT, to ensure alignment with business and clinical needs.
 - Represent Eastern Health in discussions with external contractors, government agencies, local councils, utility providers, and regulatory authorities.
 - Represent the project in key governance forums for stage-gate funding approvals and monthly progress reporting to steering committees and project control groups.
 - Collaborate with Eastern Health Asset Management teams to support delivery of Asset Management strategy and adoption of asset management practices throughout capital delivery lifecycles, including alignment with renewal priorities.
 - Provide clear, timely communication regarding progress to plan, impacts, and outcomes.
 - Schedule and coordinate project-related meetings and ensure all project records and documentation are maintained.

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 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

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:	Senior Manager Capital Projects

Essential Qualifications and Experience:

- Extensive experience in a similar role, delivering Capital projects in a healthcare or similar environment.
- Demonstrated experience delivering high-value construction and engineering infrastructure projects in complex operational environments, preferably healthcare or public sector particularly in brownfield, live operational settings.
- Proven ability to manage end-to-end project delivery, including design management, procurement, contractor oversight, commissioning, and handover.
- Proven ability to manage multi-disciplinary consultant teams and contractors.
- Experience managing budgets in excess of \$10M and delivering projects within agreed constraints.
- Understanding of Victorian capital planning guidelines, health facility design requirements, and government procurement frameworks.
- 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.
- Excellent interpersonal, negotiation and stakeholder engagement skills.
- Ability to provide authoritative advice to senior executives and clinical leaders.
- High-level verbal and written communication skills, contract administration experience or knowledge.

Desirable

- Tertiary qualification in Project Management, Engineering, Architecture, Construction Management or related field.
- Certification in Project Management (e.g., PMP, PRINCE2) or Asset Management (e.g., IAM, AM Council).
- Comprehensive understanding of health facility planning, construction processes, building services, and clinical workflow requirements.
- Strong knowledge of asset lifecycle planning, capital renewal, and replacement strategies.
- Familiarity with ISO 55001 Asset Management Systems.

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.
- Strong leadership, judgment and decision-making.
- Ability to work in a fast-paced environment with competing priorities.

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