

Eastern Health

POSITION DESCRIPTION

Position Title:	Senior Transformation Partner
Award Classification:	HS5 + over award payment
Award / Agreement Name:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Position Reports to:	Director Transformation

EASTERN HEALTH

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.



ABOUT THE TRANSFORMATION TEAM

As the strategic backbone of Eastern Health's transformational change program, the Transformation Team is the cornerstone for enabling and empowering our organisation to break the mould and deliver sustainable change into the future.

POSITION PURPOSE

The Senior Transformation Partner is responsible for partnering with senior leaders and teams to develop and implement large scale transformation initiatives. The role will support the delivery of transformational change initiatives in alignment with Eastern Health's Strategic Plan.

The ideal candidate will be a highly experienced self-aware, strategic, people-focused leader that has the capability to support the development of, and oversee the management of large and complex activities, ensuring strong leadership, governance, risk management and stakeholder engagement. This role requires highly developed interpersonal, analytical, change management and problem-solving skills; and a proven ability to influence, manage large, complex multi-disciplinary change and the ability to deliver complex, high profile initiatives on time, within budget and to scope.

As a member of the Transformation Team, the role will contribute to the future direction and business of the directorate and undertake activities in alignment with the portfolio.

MAJOR DUTIES AND/OR RESPONSIBILITIES

1. Partner for Success:

- Collaborate with senior leaders and teams to develop and deliver major change initiatives that align with Eastern Health's strategic vision.

2. Develop Leaders, Build Strong Teams:

- Coach and develop leaders to build and guide successful teams to deliver beneficial major change and transformation initiatives.
- Establish sustainable processes, tools, and templates to ensure working groups are well-equipped for success.

3. Manage Complexity, Deliver Results:

- Lead and manage multiple initiatives with varying complexities, stakeholders, and competing priorities.
- Prioritise effectively and navigate challenges to ensure successful outcomes.
- Demonstrated ability to work effectively in a dynamic environment, navigate ambiguity, meet tight timelines, and deliver high-quality outcomes

4. Govern with Transparency & Accountability:

- Implement strong governance practices.
- Monitor progress, report effectively, manage risks, analyse data, and ensure transparency.

5. Lead End-to-End Transformation:

- Oversee all aspects of transformation initiatives, from analysis and business case development to communication, engagement, key activity execution, evaluation and benefits realisation.
- Maintain momentum and drive successful completion of projects.

6. Represent Eastern Health:

- Act as a representative for Eastern Health with external agencies, internal committees, and departments.

7. Beyond the Scope:

- Be prepared to take on additional responsibilities as needed.

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 Compensations (WIRC) Act 2013.

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, including completion of all core training requirements as per the QPI Learning and Development profile.

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.

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.

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.

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.

ATTACHMENTS

Attachment 1 Key Selection Criteria

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.

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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Essential

Leadership and Strategic Thinking:

- Proven experience in leading and delivering large-scale transformation initiatives.
- Strong understanding of Eastern Health's Strategic Plan and the current challenges facing Healthcare.
- Ability to think strategically, analyse complex situations and data, and develop effective evidence-based options and solutions in partnership with others.

Change Management Expertise:

- Demonstrated success in managing multiple change initiatives with varying complexities and stakeholders.
- Strong understanding of change management frameworks and methodologies.
- Ability to build consensus, manage resistance to change, and maintain project momentum.
- Excellent coaching and mentoring skills to develop leaders and build successful project delivery teams.

Project Management and Governance:

- Extensive experience, knowledge and understanding of improvement and Transformation methodology in health
- Proven ability to manage large, complex transformation projects effectively, with a focus on delivering on time, within budget, to scope.
- Experience in establishing and implementing strong governance practices for transformation initiatives.
- Experience developing business cases, synthesising and analysing data, and applying evaluation and benefits realisation methodologies to inform decision-making and measure impact
- Strong analytical data skills and the ability to monitor progress, report effectively, and manage risks.

Communication and Interpersonal Skills:

- Excellent communication skills, both written and verbal, with the ability to tailor messages to different audiences.
- Strong interpersonal skills, demonstrated experience building strong relationships with Executive and senior leaders, stakeholders, and team members.
- Ability to lead large working groups, influence, negotiate, and build consensus in a collaborative environment.
- Ability to represent Eastern Health effectively with external agencies, internal committees, and departments.

Additional Criteria:

- Relevant tertiary qualifications
- Demonstrated ability to work effectively in a dynamic environment, navigate ambiguity, meet tight timelines, and deliver high-quality outcomes
- A strong work ethic, with the ability to manage multiple priorities and maintain momentum.
- Ability to utilise contemporary project management software, reporting and data tools for effective project, communication and people management.
- Management experience within a large, complex healthcare or other relevant organisation
- Current Victorian Driver's License