

Eastern Health

POSITION DESCRIPTION

Position Title:	Project Manager - Capital Delivery
Award Classification:	Administration Officer Grade 4
Award / Agreement Name:	Health and Allied Services, Managers and Administrative Workers (VPS) (Single interest Employers) Enterprise Agreement 2021-2025
Position Reports to:	Minor Works 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 Minor Works Manager – Capital Projects, the Project Manager is responsible for the successful delivery of organisational projects that support Eastern Health’s strategic, operational, and clinical objectives. The role oversees the initiation, planning, design, execution, monitoring, and closure of projects, ensuring initiatives are delivered on time, within budget, and in accordance with governance, regulatory, and operational requirements.

The Project Manager provides leadership and coordination across cross-functional teams, working closely with clinical services, operational stakeholders, ICT teams, and external vendors to deliver projects that include significant technology and digital components. The role ensures projects are effectively managed through Eastern Health’s project management methodology and governance processes, supporting the organisation’s ability to deliver high-quality healthcare services through efficient and reliable systems and infrastructure.

Eastern Health plans and delivers a range of capital, operational, and technology-enabled initiatives to support clinical care, operational efficiency, and service innovation. The Project Manager plays a key role in coordinating the delivery of these initiatives, including the development of project plans, budgets, schedules, and governance artefacts. All project activities are undertaken in accordance with Eastern Health policies, relevant legislation, cybersecurity requirements, and industry best practice standards.

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 the end-to-end delivery of projects across Eastern Health sites, including initiatives with significant ICT, building infrastructure and technology components.
 - 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).
 - Coordinate cross-functional teams including ICT specialists, clinical stakeholders, operational services, vendors, consultants and external partners.
 - Support the implementation of relevant Eastern Health strategies such as ICT strategy by contributing to technology planning and project-related procurement, including identifying opportunities to optimise platforms, reduce costs, and support transitions to modern communication solutions.

- Ensure projects achieve initial feasibility analysis, 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 manage project budgets, monitoring expenditure to ensure delivery within approved financial parameters.
 - Identify, secure, and coordinate required project resources, including internal teams and external vendors.
 - Manage procurement processes and commercial engagement with suppliers and third-party providers in accordance with organisational procurement policies, including reviewing procurement approaches in line with Eastern Health and State Government requirements (Buying For Vic, Health Share Victoria, Minor/Medium Works VPS contracts etc.)
 - Manage procurement of Furniture, Fixtures and Equipment (FF&E) and/or ICT in accordance with Eastern Health standards and policies.
- Compliance, Quality & Safety
 - Ensure projects comply with relevant codes, standards, regulations and Eastern Health standards.
 - Ensure all works are delivered within Eastern Health safety expectations and quality frameworks, supporting quality and accreditation activities.
 - Maintain awareness of cybersecurity considerations and ensure appropriate security practices are incorporated into project planning, documentation, and decision-making.
 - Oversee On-site Construction activities and Contractor performance.
 - Ensure Compliance with BCA/NCC, integrated IT systems (BMS, Information Security, Server Rooms etc.)
- Leadership & Team Development
 - 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, EMR, 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 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 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

Position Title:	Project Manager - Capital Delivery
Award Classification:	Administration Officer Grade 4
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Essential Qualifications and Experience:

- Demonstrated experience delivering 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 experience working with technology suppliers and contractors, demonstrating strong supplier relationship management in a multivendor environment, particularly within construction or capital works programs.
- Experience coordinating multiple technical workstreams to ensure alignment, interoperability, and successful integrated go-live across ICT, AV, building, and engineering disciplines.
- An understanding of the impact of deploying technologies in relation to healthcare facilities
- An understanding of electronic medical records/clinical information and referral systems
- 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.
- 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, Business Management, Information Technology, Engineering, Architecture, Construction Management or related field.
- Certification in Project Management (e.g., PMP, PRINCE2) or Asset Management (e.g., IAM, AM Council).

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