

Position Description

Position Title:	Senior Project Manager - Capital Projects
Classification & Salary Range:	Administration Officer Grade 4, Level 5 (HS29)
Agreement Name:	Health and Allied Services, Managers and Administrative Workers (VPS) (Single Interest Employers) Enterprise Agreement 2021-2025
Position Reports to:	Associate Director - Capital Projects
Employment Type:	Ongoing
Last Updated:	October 2026

Position purpose

Reporting to the Associate Director - Capital Projects, the Senior Project Manager leads the delivery of complex, high-risk and strategically significant capital projects across Eastern Health's campuses. The role provides leadership, assurance and advice across an assigned portfolio and may lead staff, coordinate internal or external project resources, or directly manage projects, depending on portfolio priorities and the agreed delivery model. The role supports delivery on time, within budget and in accordance with regulatory, governance and operational requirements.

Major duties and/or responsibilities

- Lead or oversee the end-to-end delivery of complex, high-risk, strategically significant, major or other allocated capital projects across Eastern Health sites, with responsibilities adapted to the project scale, risk profile and agreed delivery model.
- Lead, coordinate or provide assurance across project planning, concept design, schematic design, detailed design, procurement, construction, commissioning, handover and defects processes in accordance with Eastern Health's Capital Project Life Cycle and the governance arrangements established for each project.
- Develop and monitor project budgets, cashflows, forecasts, funding submissions and capital purchases to support accurate financial reporting.
- Manage procurement, contracts, variations, claims, consultant teams and contractors in line with Victorian Government and health sector requirements.

- Ensure projects comply with relevant codes, standards and requirements including AusHFG, Building Code of Australia, Department of Health guidance, work health and safety, infection prevention and control, and internal governance requirements.
- Identify, manage and report risks, issues and dependencies for directly managed projects and provide an escalation and assurance point for complex matters across assigned projects. Support timely remedial action and minimise disruption to clinical operations and campus functionality.
- Liaise with clinical leaders, facilities, finance, ICT, Asset Management, contractors, government agencies, councils, utilities and regulatory authorities.
- Prepare and maintain project documentation, reports, meeting records, governance papers and progress updates for steering committees, project control groups and stage-gate approvals.
- Contribute to the development and consistent application of project delivery standards, templates, governance processes and lessons learned, and support improvements in project management capability across the Capital Projects team.
- Provide leadership, coaching and support to Project Managers, Project Coordinators, Project Officers and other delivery resources where assigned. This may include supporting workload coordination, project allocation, performance and capability development, with responsibilities adapted to the team structure, portfolio priorities and operational requirements.
- Monitor delivery capacity across assigned projects and, where required, advise the Associate Director - Capital Projects on project allocation, competing priorities, delivery risks and resourcing gaps. Coordinate internal and external resources to support effective portfolio delivery.
- Support the Associate Director - Capital Projects in the coordination of the capital portfolio and act as a senior escalation point or delegate when requested, having regard to organisational delegations and the requirements of the role at the time.

Key Selection Criteria

Essential Selection Criteria:

- Extensive experience delivering capital projects in a healthcare, public sector or similarly complex operational environment.
- Demonstrated experience delivering high-value construction and engineering infrastructure projects, particularly within brownfield or live operational settings.
- Proven ability to manage end-to-end project delivery including design management, procurement, contractor oversight, commissioning and handover.
- Demonstrated ability to lead and support multidisciplinary project delivery teams, coordinate internal and external resources, balance competing priorities and provide assurance across a portfolio of complex projects.
- Experience managing project budgets, cashflows, forecasts, procurement processes, contracts, variations, claims and financial reporting.
- Understanding of Victorian capital planning guidelines, health facility design requirements, government procurement frameworks, OH&S and building compliance obligations.

- Strong analytical, risk management, reporting, interpersonal, negotiation and stakeholder engagement skills.
- High-level verbal and written communication skills, with the ability to provide authoritative advice to senior executives, clinical leaders and project governance forums.

Desirable Selection Criteria:

- Certification in Project Management, such as PMP or PRINCE2, or another relevant project delivery certification.
- Comprehensive understanding of health facility planning, construction processes, building services and clinical workflow requirements.
- Strong knowledge of capital planning, infrastructure lifecycle considerations, project prioritisation and renewal or replacement programs.

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.

Qualifications

Essential Qualifications:

- No mandatory tertiary qualification required however relevant experience in capital project delivery, construction, engineering, architecture or project management is expected.

Desirable

- Tertiary qualification in Project Management, Engineering, Architecture, Construction Management or a related discipline.
- Formal certification in project management, such as PMP or PRINCE2, or asset management certification through IAM or the Asset Management Council.

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. Read more about Eastern Health's strategic goals [here](#).

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 LGBTIQA+ 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](#).

Aboriginal and Torres Strait Islander Candidates

Eastern Health's First Nations Employment Plan 2026 – 2028 was released in July 2026. With a strong focus on cultural safety and belonging, actions included in the Employment Plan provide practical supports for all Aboriginal and Torres Strait Islander people.

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.

For support, please contact our Aboriginal Employment Coordinator, Aboriginal.Workforce@easternhealth.org.au

Important Information

All new and existing employees are required to meet the following obligations to uphold Eastern Health's Promise and Values:

- Uphold confidentiality as per the Privacy Act 2000 and the Health Records Act 2001
- Comply with Eastern Health code of conduct and Policy and Procedures
- Comply with Eastern Health performance standards and industry professional standards
- Participate in continuous monitoring and improvement
- Comply with legislation and accreditation standards
- Ensure service and care is consistent with the Eastern Health approach to patient and family centred care
- 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, Quality and Improvement

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, particularly 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.

Eastern Health employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

For more information about Quality and Safety please click [here](#) or for Staff Wellbeing please click [here](#).

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.

Final 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.

Application Support

If you require supports or adjustments with submitting your application or throughout the recruitment process, you are welcome to contact the hiring manager or the Talent Acquisition Team on (03) 9955 7555 option 1 (for current employees please select option 2).



Candidate statement:

I _____ have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: _____

Role specific Attachments

- *Not required*

