

The Victorian Healthcare Association (VHA) is the peak body supporting Victoria's public health services to deliver high-quality care. Established in 1938, the VHA represents the \$20.3b Victorian public healthcare sector including public hospitals and community health services.

The VHA provides exceptional access, influence and scope for a unified advocacy and policy development voice to State and Commonwealth governments and other key stakeholders. In addition, the VHA supports its members with the implementation of major system reform and strategic business support and provides networking opportunities through topical and informative events on vital issues.

In 2010, the VHA established the Australian Centre for Healthcare Governance to support Australia's health and community sector to improve their clinical and corporate governance. The ACHG provides a range of consultancy services to the health and community sector.

The VHA has a proven track record of delivering high quality project outcomes by leveraging its specialist sector knowledge, member insights and relationships as well as a deep understanding of public health providing tailored project management and consultancy services to the health sector. The VHA is seeking to grow the project management capability and services of the organisation expanding project management into a business venture that will provide an ongoing revenue stream to support further development of VHAs policy and sector enhancement activities.

### Role purpose

The role of Project Officer is to coordinate the delivery of a range of projects on behalf of the VHA. The project officer will be responsible for overseeing and coordinating projects from ideation through to completion with a range of key stakeholders. The project officer will be responsible for the coordination and completion of projects on time and on budget, ensuring appropriate and regular reporting on the progress of the projects.

### Part A: Organisation

#### Purpose, vision and values

Vision: a Victorian healthcare system that meets the evolving needs of today and the future.

Purpose: to be the voice of the healthcare sector, to build the capacity of our members and to catalyse system's transformation to the ultimate benefit of all Victorians.

Our purpose and vision are lived through our values:

Do what we say we will	We deliver and do what we say we will
Courage	We have courage to innovate and advocate
Respect	We have respect in our dealings with all persons and organisations
Have impact	We have impact and provide outcomes-based services to our members
Stronger together	We collaborate closely because we are stronger together.

### Part B: Position specifications

### Relationships

Reports to:	Director of Projects and Consulting
Internal:	All VHA staff
External:	VHA members, Department of Health and Human Services, Department of Health, other peak bodies, consultants, other stakeholders as required.
Reports:	Nil

### Key Accountabilities

- Project work: Deliver projects using a systematic project management framework including effective project planning including budget and risk management processes to ensure effective project delivery achieving desired outcomes.
- Business development: Support the expansion of the VHA project delivery capability by working with management to seek new opportunities, marketing project skills and assisting in developing tenders and business cases to increase project activity.
- Relationship management: Build and maintain positive working relationships and opportunities with key internal and external stakeholders and drive engagement that effectively produces relevant response.
- Team development: Enhance, support and contribute to building the capability within the VHA's project and consultancy team by working collaboratively and providing support as required.
- Promotion of a high-performance member centric culture.
- Adhere to workplace health and safety responsibilities.

### Key tasks

- Coordinate internal resources and external parties for the execution of projects ensuring that all projects are delivered on-time, within scope and within budget.
- Assist in the definition of project scope and objectives, involving all relevant stakeholders, ensuring technical feasibility and appropriate resource availability and allocation.
- Develop detailed project plans to monitor and track progress, manage changes to the project scope, project schedule and project costs using appropriate verification techniques.
- Measure project performance using appropriate tools and techniques and report and escalate issues to management as needed.
- Establish and maintain relationships with all stakeholders both internal and external.
- Ensure minimal project risk.
- Create and maintain comprehensive project documentation ensuring effective tracking of project performance, specifically to analyse the successful completion of short and long-term goals.
- Create detailed briefs, clarifying specific requirements of each project, define scope and agree on key decision points and communication processes.
- Meet budgetary objectives and make adjustments to project constraints based on financial analysis.
- Develop and execute comprehensive project plans
- Ensure workplace health and safety responsibilities are upheld.
- Perform other related duties as assigned.

#### **Strategic activities**

- Deliver valuable and considered thought leadership, internally and externally, representing the VHA in a positive manner.
- Contribute to the growth of VHA's project and consulting services by support opportunities to expand project activities.
- Establish and maintain effective positive relationships within the VHA and externally.
- Contribute proactively to operational and strategic relationships, planning and initiatives within the VHA.

#### **Workplace health and safety**

- Visibly demonstrate work health and safety personal commitment to working with all VHA stakeholders in achieving a zero-harm workplace by complying with the VHA's WHS policy, WHS plans and procedures relevant to your working environment.
- Actively promote and foster constructive behaviours to enhance the VHA's organisational safety culture by reporting hazards, incidents, injuries and near misses to a manager without delay.
- Cooperate with the VHA in respect to any action taken by the VHA to comply with legislative requirements.
- Take reasonable care for your own health and safety and the health and safety of others in the workplace.

### **Part C: Person specification**

#### **Key selection criteria**

Operational activities: The list below is not exhaustive, and the role may change to meet the objectives of the organisation

#### **Essential:**

- Demonstrated high-level project coordination skills and proven capability to support complex projects, on time and on budget.
- Proven ability to develop creative and practical solutions to complex issues and provide sound reasoning behind the proposed solution.
- Demonstrated high-level organisational skills, initiative including the ability to prioritise competing responsibilities, tasks and prepare reports and presentations.
- Highly developed interpersonal, communication and effective stakeholder engagement skills, including the ability to put in place strategies and mechanisms for managing competing stakeholder interests and priorities.
- Ability to analyse and write clear, accurate and cogent reports, articles and briefings on complex matters.
- A current Victorian driving licence.
- Experience working on business cases, writing proposals, tenders and grant applications.

#### **Attributes:**

- Commitment to the VHA's vision and values.
- Proven ability to establish trust, rapport and confidence with a range of stakeholders.
- Flexibility and accountability.
- Demonstrated initiative and ability to think strategically.
- Ability to seize opportunities and demonstrate strong execution.

- Demonstrated ability to work effectively as a part of a team, to collaborate and demonstrate respect.
- Demonstrated cultural awareness.

### Qualifications and experience

Essential:	Bachelor's degree qualified within an appropriate area of study. Previous experience in a similar role.
Desirable:	Experience in government or healthcare organization.

### Other

Essential:	N/A
Desirable:	N/A

### Part D: Expectations of staff behaviour and declaration

#### Expectation of behaviour

All staff play a key role in shaping and influencing workplace culture. This requires a consistent approach and a commitment to the following:

- Treat everybody with respect and dignity and value people for who they are and their unique contribution, irrespective of role or level in the organisation.
- Accept that I have a key role in representing the VHA and for positively promoting the organisation in any external environment.
- Be clear and open about decision-making processes, wherever possible providing opportunities for others to be involved in decisions that affect their work. Give new ideas from others a fair hearing and proper consideration. Promote and role model an open, inclusive and collaborative approach.
- Take a proactive approach to workplace health, safety and staff wellbeing.
- Participate in staff learning and development and recognize the value of ongoing professional and personal development.
- Actively encourage feedback from others about how I am going as a team member.
- Role model positive behaviours at all times and ensure that I choose my attitude when I come to work.
- Always behave ethically and with integrity.
- Be engaged and bring joy to work.

#### Declaration

Statement:	My position description has been explained to me in detail and I understand and accept the accountabilities and expectations of the role.
Employee:	Name:..... Signature:..... Date: / /

VHA representative:	Name:..... Signature:..... Date: / /
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