



## West Wimmera Health Service

### Position Description

<b>Position:</b>	<b>Manager of Capital Projects</b>
<b>Location:</b>	Based at Nhill but may be required to work across all sites as mutually agreed upon
<b>Reporting to:</b>	Executive Director of Business and Strategy
<b>Division:</b>	Business and Strategy
<b>Award:</b>	Victorian Public Health Sector (Health and Allied Services, Managers & Administrative Workers) Single Interest Enterprise Agreement 2016 - 2020
<b>Level:</b>	Dependent on skills, qualifications and experience as per Award

#### Overview of West Wimmera Health Service

Our community is the heart of West Wimmera Health Service. We are committed to delivering the highest quality health services and ensuring our services meet the needs of our population.

We deliver services across a 22,000 square kilometer region, which is home to nine rural townships including Nhill, Goroke, Jeparit, Kaniva, Rainbow, Natimuk, Minyip, Murtoa and Rupanyup.

#### Our Values

Total Care - delivering care that is safe, effective and person-centred, always

Safety – providing a safe workplace and services free from avoidable harm

Unity - working well together in a great place to work

Accountability - doing the right thing by our stakeholders and ourselves

Innovation – using our imagination - if there's a better way we will find it

#### Our Strategic Directions

Strategy one	Empower our community to live their best life
Strategy two	Invest in population health
Strategy three	Build partnerships for healthier communities
Strategy four	Harness technology and innovation
Strategy five	Strengthen our workforce capacity

## Position Relationships:

Key Internal Relationships	Key External Relationships
<ul style="list-style-type: none"><li>• Employees</li><li>• Managers</li><li>• Executive Directors</li><li>• Customer representatives</li><li>• Project Control Group Members</li><li>• Capital Working Group Members</li></ul>	<ul style="list-style-type: none"><li>• Consultants</li><li>• Contractors</li><li>• Victorian Health &amp; Human Services Building Authority Representatives</li></ul>

## Position Overview:

The Manager of Capital Projects plays an important role in providing the operational management of the capital project program.

The role also has responsibility for the operational management of capital projects and contractor management to support project delivery on budget, accordingly to timeframes and WWHS's customer objectives.

This position is responsible for leading the Project Control Group and Capital Working Group meetings and associated documentation.

## Key Selection Criteria:

### Essential Qualifications, Skills and Experience:

1. Tertiary qualification relevant to the role or working towards qualification, including project management, construction or engineering.
2. Experience in construction/capital works project management.
3. Experience in mid-senior level management in successfully delivering works programs to achieve focused outcomes.
4. Demonstrated knowledge of capital planning and project delivery (including resource allocation, forward planning, quality controls and risk management).
5. Demonstrated understanding of government procurement policy and procedure, tendering procedures, governance and audit compliance and contract frameworks.
6. Demonstrated management and leadership skills including the ability to lead and manage multidisciplinary teams of staff and contractors within a capital works project management environment.
7. Experience in managing relationships with external consultancies and key stakeholder representatives.
8. Effective communication and organisational skills.
9. Worker screening clearance – police check, working with children check and DWES (Disability Worker Exclusion Scheme check).
10. Demonstrated information and technology experience and relevant programs.
11. Excellent analysis and report writing skills.
12. Experience in managing projects, keeping within budgets and meeting deadlines, through outstanding organisation and planning skills.

13. Current driver's license.

**Desirable:**

14. An understanding of the healthcare industry and demonstrated experience working in a health related discipline.
15. Experience in engaging and building partnerships with key stakeholders within and outside of the health sector.

**Key Responsibilities:**

- Operationally manage an investment program of multiple minor capital projects at various stages ranging from feasibility, planning, design and delivery in alignment with the Strategic Plan.
- Lead procurement processes and manage contracts in accordance with the WWHS Procurement Officer.
- Design and develop methods, tactics and plans in consultation with key internal stakeholders to ensure that project outcomes are seamlessly transferred into the operational environment.
- Design and implement project governance frameworks including monthly Project Control groups and team meetings.
- Prepare for Project Control Group and Capital Working Group meetings including being responsible for the agenda, minutes and relevant reports.
- Provide advice, recommendations and reports to the Executive Director of Business & Strategy, on program issues and individual project progress.
- Support the Executive Director of Business & Strategy with grant applications for Capital Projects, including obtaining quotes, designs and reports.

**Statement of Duties:**

**Professional Practice:**

- Ensure familiarity with the expected standards of performance in the role and actively contribute to own personal development.
- Maintain a good working knowledge of and adherence to standards and legislation relevant to the role and actively promote compliance to any such standards and legislation.
- Comply with all relevant WWHS policies and procedures and any program specific guidelines.
- Attend all required staff meetings.
- Work in accordance with West Wimmera Health Service's Code of Conduct and demonstrate commitment to the Service's core values.
- Demonstrate a commitment to positive promotion of the organisation within the community.
- Participate in professional education opportunities.

**Quality, Safety and Risk Management:**

- Ensure compliance at all times, with mandatory education competencies by the due date in accordance with WWHS policies and protocols.
- Ensure and take all reasonable care for your personal safety and the safety of patients,

consumers, volunteers, colleagues and contractors as appropriate.

- Identify and report relevant risks including those relating to human resource management, workplace culture and industrial relations and actively work other staff as appropriate to effectively manage such risks.
- Assist in the accreditation activities of the Service as related to capital project management.
- Support and actively participate in a positive and safe work environment, including compliance with occupational health and safety legislation and participation in training where appropriate.
- Contribute to the development of structures, systems and work processes that promote continuous improvement of services, including the use of RiskManQ to document quality improvements.
- Promote a quality and safety driven culture throughout the organisation.
- Ensure that any incidents involving staff, customers and visitors are reported immediately in the RiskMan system.

#### **Communication:**

- Maintain a professional and friendly approach in all interpersonal communication with all stakeholders.
- Ensure effective and open lines of communication with others (relevant team members, customers, volunteers) and WWHS management staff.
- Maintain confidentiality as per West Wimmera Health Service Policy and in accordance with relevant privacy and health records legislation.

#### **Direct Reports:**

- Nil

#### **Appraisal:**

- Initial appraisal – 3 months after appointment
- Thereafter – 12 monthly

#### **Certification**

We hereby agree that the details contained in this document are an accurate statement of the primary requirements of the position.

<b>Authorised By:</b> Executive Director of Business & Strategy
<b>Name:</b> Melanie Albrecht
<b>Signature:</b> ..... <b>Date:</b>

<b>Employee Name:</b>
<b>Signature:</b> ..... <b>Date:</b>