

Position Description

Position Title:	Senior Project Manager Technical - Hume Digital Health
Reports to:	Senior Program Manager EMR – Hume Digital Health
Department:	Hume Rural Health Alliance
Directorate:	Chief Executive Officer
Cost centre:	Y2038
Code & classification:	Grade 9 (HS9)
Employment conditions:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021-2025 and its successors and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

Across the Hume region, the health services are experiencing the need to uplift digital maturity to improve patient care by uplifting the Core Information Systems and related infrastructure. The region's digital health program is aligned to the initiatives identified in the Victoria's Digital Health Roadmap and works collaboratively with the Department of Health's Digital Health branch.

HRHA has implemented a single PAS, a regional integration engine and a regional platform for facilitating access to clinical care. It has also consolidated IT support services across the region including applications support teams. The Digital Health Program is in the preparation phase for a regional electronic medical record to support hospital and community workflows across its membership.

The role is responsible for leading the technical components of the regional EMR project and other initiatives within the Digital Health Program

This is a hybrid role with agreed days per week in attendance at any of the HRHA supported Health Services or the HRHA Office according to the nature of the work. Travel to HRHA meetings and to health service to liaise with staff is required on an as needed basis.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to

- The project manager must ensure success of the project by managing risks and minimising their impact throughout the life of the project.
- The project manager is responsible for determining, directing and controlling all technical requirements, solutions, deliverables, resources and timelines
- The project manager is responsible for leading a gap analysis and delivering a technical uplift program for the region in preparation for the EMR implementation
- The project manager must direct all procurement activity for technology solutions in compliance with policies and procurement plans

- The project manager must support the program by planning and implementing all procurement activity for technical components of digital health solutions in compliance with policies and procurement plans
- The project manager must manage all technical suppliers and deliverables
- The project manager must be able to produce clear, succinct analysis of status and key issues and risks and options to resolve – this include in risk or issue areas outside the project managers direct expertise and must be developed for an executive audience with often very tight turn around
- The project manager is responsible for the creation of project documents and reports which are used to determine the progress and success of the project and aligned to the digital health project management methodology (based on PRINCE2). These documents ensure there are detailed implementation plans for the project, relevant approvals have been gained, each phase of the project is completed and agreed milestones have been met before moving to the next project phase.
- The project manager will be required to identify and manage a high performing multi-disciplinary dedicated project team as well as manage delivery within a complex multi-agency and multi-vendor environment.
- Lead the financial reporting of technical project/s and technical components of projects including the development, monitoring and reporting on allocated budget(s).
- Lead/develop and implement technical governance committees and activities as required
- Lead the development and provision of the monthly technical report to the HRHA Program Control Board and HRHA Executive Committee against agreed project plans including financial, Human Resources and all elements of the project delivery
- Apply appropriate project control and manage project execution through: risk / issue management, project monitoring, tracking and reporting, workflow management, procurement, quality assurance in line with Digital Health project management approach
- Design and plan appropriate technical change and communication management - including providing required information to service delivery and support teams
- Work closely with the leadership team to ensure effective stakeholder (clinical and non-clinical) engagement and communication including a focus on building commitment and readiness for change.
- Identify emerging issues, risk and trends impacting on the successful achievement of key business objectives and imperatives and provide high quality business intelligence and sound recommendations based on comprehensive research and investigations.

EXTERNAL RELATIONSHIPS:

- Department of Health
- EMR Vendors
- Other vendors positioned to provide technical and professional services
- Other Health services for the sake of developing partnership, leveraging experience etc
- Technical Advisors
- Application Vendors

INTERNAL RELATIONSHIPS:

- Hume CEOs and Executive Director
 - Hume Health services staff that need to be engaged in the technical delivery
 - Hume Technical Teams
 - Regional Health Information, Clinical staff and Administrative and Clerical staff
 - Digital Health Team, projects and service desk
 - HRHA Digital Health Team
 - All HRHA Staff
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POSITIONS REPORTING TO THIS ROLE

- Technical Leads
- Technical Advisors
- Vendors contracted to provide related services

Responsibilities for Management positions:

- Actively manage employees by conducting annual performance reviews and ensuring that health and safety, all Mandatory Training, employment principles and legislative requirements are met;
- Identify employee education and development needs, recognise competencies of employees and ensure employees complete compulsory competencies;
- Participate in supervision of graduates, junior employees, students, orientation programs, preceptorship, mentoring and performance enhancement responsibilities;
- Provide opportunities for staff to attend mandatory core competencies and monitor compliance;
- Actively recruit and manage all aspects of workforce demands;
- Computer literacy at intermediate level for Microsoft applications;
- Demonstrated business planning, policy, financial and human resources management skills;

KEY SELECTION CRITERIA

Formal Qualification(s) and Required Registration(s):

- Relevant tertiary qualifications or equivalent experience working in a senior project manager role, delivering high value projects across large organisations, or with multiple external stakeholders

Essential:

- Must have advanced skills and experience in the implementation of projects utilising Prince 2 (or similar) methodology-based phases, processes and controls, including knowledge of project governance structures, and stakeholder management structures and techniques.
- Minimum of 10 years' experience managing complex high-risk projects
- Minimum 5 years' experience working in senior project management or technical leadership roles within the healthcare sector
- Experience with health systems integration, integration engines and knowledge of HL7, FHIR and API integration
- Experience with networking and planning network upgrades to meet higher service standards
- Experience with ICT infrastructure, designing for on premises and cloud hosting with requisite storage, computing power and resilience
- Customer focus – builds and sustains effective networks of influence
- Professional and self-motivated – ability to work with limited supervision and manage time well. Track record of following issues through to completion
- Demonstrated ability to mentor individuals with mixed skills and experience backgrounds to develop a high performing team and provide technical explanations to support interdisciplinary working
- Demonstrated ability to deliver technical change initiatives and transition to service using a clear change methodology
- Demonstrated ability to manage project and technical risk through effective communication to diverse audiences to create buy in, strategic thinking to develop risk mitigation strategies and issues resolution
- Experience in procurement of external professional service and technology solutions and manage contract negotiations
- Experienced in presenting to Executive audiences, communicating technical concepts in plain language for both technical and non-technical audiences to drive required decisions.
- Experience using project control to provide visibility, standardised information and accurate status reporting

Desirable:

- Experience implementing Electronic Medical Record solutions is an advantage
- Working knowledge of ITIL Framework

KEY PERFORMANCE INDICATORS**Your performance will be measured through your successful:**

- Rostering which is completed in accordance with the relevant Enterprise Agreement requirements
- Budget management and the department is within budget, performance and development reviews are completed on time, training and core competency requirements are met as per the GV Health Education Framework and leave balances are managed in accordance with the policy and procedure to minimise liability
- Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Delivery of project within agreed timeframes and within budget.
- Milestones identified and met as part of the ongoing delivery plan in accordance with Hume Digital Health Roadmap.
- Evaluation, reporting and monitoring of risks related to deliverables in the role
- Collaborative, effective and positive working relationship with key project stakeholders
- Building a cohesive and collaborative team across all disciplines including functional projects, integration, data migration, infrastructure, testing, change and operational support
- Prompt and active participation expected at meetings
- 100% compliance with training requirements as outlined in GV Health Education Framework
- Active participation in the performance and development review process

AT GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;

- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
- Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Department of Health Victoria;
- Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.

ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Hume Rural Health Alliance

Senior Project Manager Technical - Hume Digital Health

Reviewed by:

Program Director – Hume Digital Health

Issue Date:

April 2025

ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

ABOUT HRHA

GV Health is the lead agency for the Hume Rural Health Alliance (HRHA) which is responsible for the provision of core Information and Communication Technology (ICT) products and services in accordance with the Rural public healthcare agencies' ICT Alliance Policy (2021). HRHA operates under a joint venture arrangement and the role, governance and function of HRHA is detail in the Rural ICT Joint Venture Agreement (JVA) HRHA. The members and customers of the JVA comprise 15 public health services across the Hume Region.

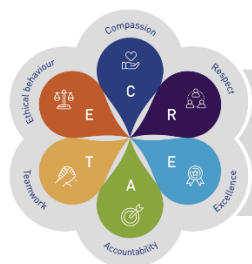
The Hume Rural Health Alliance (HRHA) joint venture is aimed at meeting the growing Health Services needs of the region. The emergence of this alliance also reflects the national and global trends in government investment focused upon delivering patient centred information systems which drive efficiencies and improvement in patient care.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



COMPASSION
RESPECT

EXCELLENCE
ACCOUNTABILITY

TEAMWORK
ETHICAL BEHAVIOUR

GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)