

Position Description

Position Title:	TEC2 Project Lead
Reports to:	Divisional Operations Director Access and Investigative Services
Department:	Clinical Operations
Directorate:	Clinical Operations
Cost centre:	D0427
Code & classification:	Nursing (ZF4-ZJ4) or Allied Health Professional Grade 3 (varied)
Employment conditions:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028 (or) Allied Health professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 - 2026; 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

- The TEC2 Project Lead works with the relevant Executive Sponsors, Divisional Operations Directors, Clinical Leads, GV Health TEC2 team and clinical staff to plan and execute the work in TEC2 at GV Health.
 - The position report to the Divisional Operations Director Access and Investigative Services.
-

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to

- Develop and coordinate the work plan for the TEC2 activities, including workload prioritisation and task allocation, reporting to the GV Health Every Minute Matters Project Control Group
- Ensure all TEC2 program deadlines and timelines are met
- Support clinical redesign and change management for new initiatives introduced through TEC2
- Ensuring the completion (and assisting in the preparation where required) of meeting materials (e.g. agendas and slide packs) for project meetings, sponsor updates, learning sessions and coaching calls
- Documenting data and/or working with the Health Information Services and Quality, Safety and Innovation Unit to produce data insights to support the GV Health TEC2 team to identify opportunities for improvement and understand what impact tests of change are having on the key performance measures
- Proactively engaging with project team members outside of meetings to check on progress, identify issues and help to progress activity

- Liaising with the TEC2 Program team (including Improvement Advisors and/or Clinical Faculty from Department of Health and the Institute of Healthcare Improvement) to seek support, review progress, and share learnings and success
- Provide regular reporting to meet the needs of GV Health with regards to TEC2 activities
- Providing reporting to the TEC2 Program team via required platforms (e.g. TEC2 SharePoint) on tests of change
- Preparing storyboards with input from the wider participating team for Learning Sessions
- Actively and effectively partner with leaders and staff across GV Health to build improvement expertise and facilitate TEC2 continuous improvement activities
- Participate in education and development programs to enhance new skills
- Liaising with other health services involved in TEC2 as required
- Undertake other activities as required

KEY SELECTION CRITERIA

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

Essential:

- Commitment to the GV Health Values of *Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour*.
- Approved tertiary qualification in Nursing or Allied Health and eligibility for membership of relevant professional association
- Current Australian Health Practitioner Agency (AHPRA) registration (as applicable)
- At least 2 years' experience in redesign and improvement working with healthcare clinicians and delivering successful change in a complex healthcare environment OR at least 5 years' clinical experience in a senior role working within a complex healthcare environment
- Demonstrated leadership experience in acute health care setting, and proven track record of delivering exceptional patient care and quality service delivery
- Superior communication skills, both verbal and written, including the ability to write and deliver comprehensive reports
- Experience in effectively leading new projects or initiatives requiring change management and project management skills
- An understanding of improvement science (i.e. prior experience in improvement projects and/or formal training in improvement methodologies)
- Demonstrated high level organisation skills and the ability to consistently meet deadlines
- Demonstrated ability to engage, lead and influence others to work collaboratively and get desired results
- Proven track record in successfully leading and embedding change within teams
- Demonstrated ability to use evidence/data to drive decisions that support change initiatives
- Self-motivated and able to work under pressure both independently and within a team

Desirable:

- Experience in training and coaching senior staff in improvement, project and change management
- Experience in planning and the delivery of complex projects within a health setting
- Previous experience in coaching individuals or teams, and the ability to create a common purpose and maintain will and engagement with the work
- A sound understanding of information technology including clinical systems, applications relevant to data analysis and reporting.
- Skill in interpreting data for improvement including run charts and statistical process control charts

- Redesign and/or improvement specific qualification
-

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
 - Development and maintaining of collaborative relationships with all other teams and professionals;
 - 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;
 - Project coordination including planning and establishment of relevant projects demonstrating a continuous approach to testing of change ideas through monthly submission of plans and associated PDSA data
 - Ensuring GV Health completes all requests made by the Department of Health with regards to the TEC2 program within prescribed timeframes
 - 90% attendance and active participation at committees, working groups and meetings
 - Achievement of relevant TEC2 targets
 - Regular (weekly) engagement with the TEC2 improvement advisors and/or faculty
 - Ensure that all activities are developed and implemented with the most efficient use of available resources and in line with GV Health's budget and related objectives
-

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.

Directorate: Clinical Operation

TEC2 Project Lead

Reviewed by:

Misty Howard

Issue Date:

4/6/25

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.

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:



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](#)