

Position Description

Position Title:	Project Management Office Manager - Hume Digital Health
Reports to:	Program Director – 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 HRHA 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.

This role is responsible for establishing, leading and directing a Project Management Office (PMO) to ensure programs and projects are managed according to good governance practices and a consistent methodology.

The role supports the digital health program by managing supplier contracts, budgets, reporting and resource management.

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:

- Lead and manage the PMO, increasing organisational project management maturity and competency for the digital health program.
- Direct regular project audits and post implementation reviews to ensure compliance with project management standards and identify areas for improvement and support external audits
- Identify and mitigate project risks and issues, minimising project disruptions and ensuring successful project outcomes.
- Mentor and coach project managers, enhancing their project management skills and capabilities, leading to improved team performance.

- Direct and design project / program management office processes, policies, and procedures
- Establish and maintain links to external policies and standards to which the projects have to comply, such as procurement, travel, enterprise agreements
- Oversee and manage Digital Health Program reporting, so that the information and cadence of reporting is clearly understood by all contributors and meets the needs of the governance structure and complies with finding agreements.
- Prepare briefing papers for the Program Control Board to support effective risk treatment and issues management
- Direct and design program and project management standards, templates, and tools; including project delivery, change management, communication, benefits realisation, resource management

Resource Management:

- Direct resources across projects, ensuring that projects have the necessary resources to succeed including within project teams and the broader HRHA Technical teams
- Collaborate with project managers and HRHA Senior Managers to ensure effective resource utilization.
- Manage contractors, procurement support and contracting, contract monitoring delivery on time and to quality

Process Improvement:

- Identify and implement improvements to project management processes and procedures.
- Promote best practices in project management and ensure adherence to standards.
- Identify / acquire / implement processes and systems to improve the operation of the PMO

Collaboration and Communication:

- Collaborate with project managers, stakeholders, and other departments to ensure effective communication and alignment.
- Facilitate project governance processes and ensure adherence to project management methodologies.

Training and Mentoring:

- Provide training and mentoring to project managers and other team members on project management methodologies and tools.
- Support the development of project management skills within the organization.
- Support induction of new staff in project governance and management methodologies

EXTERNAL RELATIONSHIPS:

- Department of Health
- Vendors positioned to provide digital health solutions, 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

- Digital Health project coordinators
- Digital health technical and specialist advisors

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):**

- Degree level qualifications or higher
- Relevant certifications in the field of Project Management

Essential:

- Relevant experience working in a senior project manager role, delivering high value projects across large organisations, or with multiple external stakeholders
- 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 programs with budgets between \$30 million to \$100 million.
- Minimum 5 years' experience working in senior leadership roles within the healthcare sector
- Demonstrated ability to mentor individuals with mixed skills and experience backgrounds to develop a high performing team
- Demonstrated ability to manage program risk and issues through strategic thinking, effective communication and clear treatment options
- Demonstrated experience working within or leading a Project Office / Project Management office environment.
- Demonstrated experience in managing external vendors for a Government Department / health service, in the context of ICT project delivery.
- Demonstrated experience in high value high risk investment digital health business case development; procurement of external professional services and technology solutions and management of contract negotiations
- Demonstrated experience in documenting benefits and benefits realisations strategies
- Proficient in presenting to Executive audiences to drive required decisions
- Experience using program controls to provide visibility, standardised information and accurate status reporting across complex delivery

Desirable:

- Experience implementing Digital Health Solutions is an advantage
- Experience working in public health system is an advantage
- Relevant qualifications in the field of Public Sector Governance will be highly regarded.

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 program reports on time and to a high standard
- Effective management of contracts and resources
- 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
- 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.
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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	Project Management Office Manager – Hume Digital Health
Reviewed by:	Program Director – Hume Digital Health
Issue Date:	June 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.

The initiatives managed by HRHA for the region pursue the ability to digitalize the regional healthcare environment, providing the best outcomes for patients while improving the proficiencies for each health service.

The HRHA members consists of 15 Health Services delivering a range of acute, subacute, mental health, aged, primary health and community services across the Hume Region.

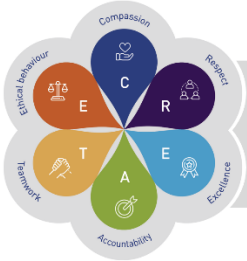
- Albury Wodonga Health
- Alexandra District Health
- Alpine Health
- Beechworth Health Service
- Benalla Health
- NCN Health
- Corryong Health
- Gateway Health
- Goulburn Valley Health
- Mansfield District Hospital
- Northeast Health Wangaratta
- Seymour Health
- Tallangatta Health Service
- Yarrawonga Health
- Yea & District Memorial Hospital

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](#)