

Position Description

Position Title:	Project Manager – PAS Data and Integrity
Reports to:	Program Director – Hume Digital Health
Department:	Hume Rural Health Alliance
Directorate:	Chief Executive
Cost centre:	Y2038
Code & classification:	Grade 8 (HS8)
Employment conditions:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) 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. Over the coming years the region will consolidate this foundation with a data integrity strategy, an electronic medical records strategy, expansion of My Health Record functionality, connecting to CareSynch Exchange and other associated solutions required to continue to improve the safety and quality of health care.

The role is suited to a strong and capable leader with the ability to influence stakeholder so that projects schedule and objectives are met. The individual should be able to lead and manage all aspects of project planning, documentation and reporting.

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.

The Project Manager is required to establish the data integrity strategy and plan in alignment with the requirements of the Department of Health and the Region's Digital Health Program Control Board and Health Information Advisory Group to:

- Oversee the submission of all in scope statutory reports from iPM to the Data Collections Unit within the Department of Health to the point where this can be handed over to the health services as business as

usual. This requires working closely with Hume statutory reporting specialists and the DCU to set timeframes and report on progress

- Lead the development and implementation of plans to support Hume iPM PAS connection to UPI (Unique Patient Identifier). This requires the development of an onboarding strategy in consultation with the Department of Health that is endorsed by the Hume Health Information Advisory Group.
- Lead the development of local PMI management policies to ensure consistent approach, clear communication of objectives and practical strategies to support operational staff to follow agreed processes – i.e. de-duplication and merging; renumbering
- Documenting information flow requirements and dependencies between software applications within the Hume Digital Health applications architecture
- The development of plans to improve the ability of the Hume PMI to comply with legislative and policy obligations and optimise integration with state and national digital health initiatives and systems such as:
 - Collecting and maintaining health provider information to optimise information exchanges for CareSynch and My Health Record
 - Future use of the National Health Services Directory in Hume Health systems
 - Other Data integrity projects as required

The Project Manager will manage deliverables with a project team made up of nominated experts from the health services, and HRHA.

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 all project deliverables and timelines, determining resource requirements and managing resources effectively
- 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. 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 (either directly or indirectly) a dedicated project team as well as manage delivery within a complex multi-agency and multi-vendor environment.
- It is expected the project will be delivered using the PRINCE2 project delivery methodology.
- Lead/develop and implement governance projects/quality committees and activities as required
- Lead the development and provision of the monthly report to the relevant Divisional Director/Executive Director against key performance indicators for financial, human resources, quality, and risk objectives
- Manage project execution through risk / issue management, project monitoring, tracking, and reporting, workflow management, procurement, quality assurance, change management, and communication management
- 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.
- Monitor and reports on the progress of the program, using appropriate quality assurance processes to ensure that the program is carried out in accordance with agreed standards, methods, and procedures.
- 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.

POSITIONS REPORTING TO THIS ROLE

- Reporting via project structure
 - SMEs (work package reporting)
 - HRHA Reporting and Integration Specialists
 - HRHA Digital Health Service Desk

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 industry certifications including IT project management, health records management and related health expertise.

Essential:

- Must have a minimum of 10 years of major IT project management experience in complex projects
- Must have advanced skills and experience in the implementation of projects utilising PRINCE2 (or similar) methodology-based phases, processes and controls, including knowledge of project governance structures, and stakeholder management structures and techniques.
- Highly developed skills in gathering requirements and developing business cases and decision papers for Executive Committees including solutions options development, budget analysis including total cost of ownership and benefits assessment
- Highly developed skills in vendor engagement and day to day contract management
- Demonstrated ability to collaborate effectively with stakeholders, through relationship building, coaching and influencing skills to gain confidence and cooperation of others.
- Highly developed communication skills with the ability to present technically complex concepts, risks, solutions and strategic priorities in clear concise and jargon free documentation and oral presentations for a range of audience from operational to Executive
- Understanding of health information management and relevant legislation regarding the use of data in the delivery of healthcare
- Creates and implements the change management plans, taking into consideration IT deployment, data migration, capability deployment (training and engagement activities) and any business activities required to integrate new digital processes or jobs into the "business as usual" environment, tailored to each organisation's requirements
- Interpersonal Skills - builds rapport and trust quickly, alters approach as the situation demands, and diffuses difficult situations in a manner that puts stakeholders at ease.
- Stakeholder Management - creates effective structures to manage stakeholders and negotiates with and influences diverse stakeholder groups on highly complex issues in order to secure long-term gains for the area and/ or stakeholders.

- Customer Focus - builds and sustains effective relationships with customers in order to build a common understanding and address their needs.
- Project management: consults, liaises with and influences key stakeholders; produces detailed project plans where objectives are clearly defined and action steps for achieving them are clearly specified; monitors performance against objectives and manages project risks and issues; ensures project objectives are met.

Desirable:

- Exposure to multiple Health Systems and integrated applications including applications such as Electronic Medical Records, automated Billing Systems.

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 the program within agreed timeframes and within budget.
- Milestones identified and met as part of the ongoing delivery plan.
- Development and delivery 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

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.

Chief Executive

Project Manager – PAS Data and Integrity

Reviewed by:

Program Director – Hume Digital Health

Issue Date:

March 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.

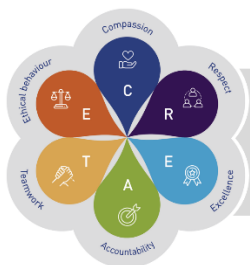
The initiatives managed by HRHA for the region pursue the ability to digitalize the regional healthcare environment, providing the best outcomes for patients while improving the proficiencies for each health service.

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](#)