

Position Description

Position Title:	Hume Local Health Service Network, Senior Project Manager
Reports to:	Executive Director – Hume LHSN
Department:	Hume Local Health Service Network
Directorate:	Hume Local Health Service Network
Cost centre:	D0430
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 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 Local Health Service Networks (Networks) came into effect on 1 July 2025 and group health services within geographical regions, with the responsibility for delivering better care, as close to home as possible through collaboration to deliver accessible, high quality care. The Hume Network includes twelve health services, who have developed agreed initiatives for implementation in relation to the Department of Health's targeted priority areas of: Safety & Quality; Access, Equity & Flow; Workforce; and Shared Services.

The Network model requires members to work collaboratively to improve:

- Service access, safety, quality and coordination – so that patients/ consumers/ clients experience improved outcomes; and
- The efficiency of the Hume LHSN service system by sharing expertise, removing unnecessary duplication and working to an agreed system design.

The Hume Network will provide strong leadership and direction to the operating teams at each health service site on all Network related design and delivery. It will guide the relevant health services teams through all Network consolidation and implementation activities, ensure the Network has visibility across the Network and within each health service.

The Hume Network Senior Project Manager is a senior role, reporting to the Executive Director – Hume Network to enhance and lead the work of the Hume Network. Ensuring the Hume Network achieves its ambition of enhanced collaboration across the Network to deliver integrated health care services within the Hume Network organisations in a range of workforce and shared services areas.

Establishing a close working relationship with the CEO and executive teams of each health service through the respective CEOs, they will be supported by health service operational and project teams to facilitate and contribute to the completion of specific project activities in an effective and timely manner.

This is a senior leadership role within the Hume Network responsible for the Priority reform areas of Workforce and Shared Services. The Hume Network will identify, assess and evaluate shared service and workforce opportunities to and make recommendations to the Hume Network CEO Committee.

In regards to shared services, the aim of the Hume Network is to reduce the duplication of services provided, through ensuring better use of current resources, and minimising wasteful impacts resulting in realising economies of scale.

The role will also work with the Hume Network Workforce Committee to support strategic workforce related matters on behalf of the Hume Network. This includes, but is not limited to, workforce planning, developing innovative workforce models, identifying and developing efficient approaches to recruitment, maintaining, developing and retaining a skilled health sector workforce. The committee will identify how the sharing of workforce data can be enabled to assist in identifying workforce trends across the LHSN.

The Senior Project Manager will build and maintain strong relationships with the wider Hume Network team, Health Services, the Department of Health, Health Share Victoria and other system partners. Through these collaborative relationships, the role will play a pivotal part in delivering strategic system priorities.

The Senior Project Manager will demonstrate a consultative leadership style, and the drive and commitment to provide sustained and high value contribution to the Hume Network senior management team. With highly developed interpersonal, influencing, negotiation and written communication skills, the successful incumbent will build and maintain effective relationships with key stake holders and customers alike.

Experience in program development, project management, change management, promotion and implementation of priority initiatives, and ability to strengthen effective working relationship, service quality and strong people management capability.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to

Leadership, Coordination and Oversight

- Strategic project analysis and reviews for Hume Network
- Coordination, leadership and oversight of programs and projects initiated by the Hume Network
- Provide strategic and high-level advice to Hume Network CEOs and executives regarding priority programs.
- Ability to oversight multiple projects and conflicting priorities ensuring that objectives and quality standards are met.
- Identification, sourcing and presentation of data and benchmarking reports to support Hume Network projects and initiatives. Ensuring that projects are as technically sound, evidence-based, and consistent with funder and stakeholders' priorities.
- Timely identification of project risks and their design and implementation of relevant management strategies.
- Ensure the programs, projects and initiatives produce the specified deliverables in Hume Network plans.

- Conducts regular reviews to ensure framework accountability of all program and project activities as well as the accurate and timely reporting of deliverables and obligations.
- Report regularly to the Executive Director, Hume Network on the progress, deliverables and outcomes of the Hume Network projects and initiatives.
- Ensure meeting papers for committees are of high standard and provided in a timely manner.

Stakeholder Engagement and Management

- Coordinate communication, meetings and consultation with relevant stakeholders.
- Actions taken to build effective working relationships between health services and other entities relevant to the Hume Network.
- Develop and maintain strategic networks, linkages and partnerships with external groups such as Department of Health (Department) and health services across the Hume Network.
- Facilitate strategies for strengthening relationships between health services and other organisations across both the Hume Network and other Networks.
- Work with key stakeholders to establish shared regional priorities and outcomes.
- Represent the health service in meetings with external professional organisations and the Department in order to facilitate improved service standards.

Quality Improvement and Risk Management

- In collaboration with stakeholders, identify, plan for, implement and evaluate quality improvement activities.
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Investigate, evaluate, report and manage risk through appropriate systems and ensure actions are taken to prevent and minimise harm to all.
- Lead the development and implementation of the Annual Operation Plan and Annual Quality Plans to ensure risks are managed improvement objectives are met.

Governance

- Maintain robust governance arrangements that support the Hume Network to enhance health services and improve outcomes across the Hume Network.
- Responsible for the in the development and maintenance of structures and processes that are consistent with the principles of good governance and promote the development of a cohesive, collaborative, coordinated and multidisciplinary approach.
- Provide regular reports, advice and analysis to the Executive Director Hume Network, Hume Network CEO Committee and Department of Health.
- Keep informed of relevant Government policy areas, understanding their relationship to local health service reform and ensuring the activities of the Hume Network occur in accordance with these policies.

Provide effective leadership and management of the Hume LHSN

- Partner effectively with the Executive Director, Hume Network in providing leadership and support to staff within the Hume Network team, members of the Hume Network Governance groups, consumers and other stakeholders.
- Represent the Hume Network at meetings, forums and other relevant events

Human Resource Management

- Work closely with the Executive Director, Hume Network and other staff to develop and implement strategies which encourage and support teamwork.
- Develop a learning environment, a culture of fairness, individual growth and development.
- All staff have a performance review completed at end of probationary period and thereafter on an annual basis.
- Update and review policies and procedures as required.

Change Management

- Effective use of evidence-based change and quality improvement methodologies (including use of metrics and evaluation).
- Assessment of change readiness and return on investment/ benefit realisation as part of a project proposal.
- Timely identification of project risks and issues, and the design and implementation of relevant management strategies.

Effective financial performance within area of responsibility

- Prepare staffing, operational and project budget requirements within established guidelines.
- Implement budget, monitor expenditure and report financial performance on a regular basis.
- Management of all procurement and contracts executed within areas of responsibility. This includes determining procurement requirements, establishing agreed procurement processes, conducting contracting and procurement activities and managing finalisation processes.

POSITIONS REPORTING TO THIS ROLE

Liases with:

- Hume Network CEOs, executive teams and senior leaders
- Relevant clinical and non-clinical teams and program managers from the partner agency sites
- Leaders in healthcare, hospital and community services in regional Victoria
- Murray Primary Health Network (PHN)
- Department of Health
- Gateway Health, Nexus Primary Health, Primary Care Connect – community health services within Hume Network
- Other Public Health Services as required, including Metropolitan and Tertiary
- Health Share Victoria
- Hume Network Executive Director and team
- Hume Rural Health Alliance (HRHA)

Positions reporting to this role:

- Hume LHSN Administrative Assistant

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):**

A tertiary qualification/s in business or relevant health related field

Essential:

- Experience successfully leading an integrated program across health services. Past success with large-scale projects or other transformational projects is required.
- Experience in strategic project analysis and reviews
- Demonstrated experience in project/initiative design, development and implementation
- Demonstrated experience in managing staff
- Experience with the healthcare system, either in a direct service delivery role or a related role
- Knowledge of Victorian reform priorities and associated health service delivery models
- Demonstrated experience in producing reports and presenting at a senior level
- Highly effective time-management and program/project coordination skills, and demonstrated capacity to deliver programs and projects on time and to budget.
- Experience in organisational change management
- Understanding of continuous quality improvement/risk management principles and their application in healthcare

Desirable:

- Postgraduate qualifications supporting expertise in project management, governance, public health, health systems, or equivalent

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 Hume Network program outcomes within agreed timeframes and within budget
- Communication of program status and progress against agreed deliverables and milestones
- Management of agreed projects scope, issues, risks and change controls within the Hume Network governance structure ensuring appropriate notification, reporting, escalation and approvals are actioned
- Contribute to the development and implementation against the relevant parts of the Hume Network Annual Work Plan.
- Maintain effective governance structures that support Workforce and Shared Services for the Hume Network
- Demonstration of collaborative, effective and positive working relationships with key stakeholders
- Timely delivery of relevant reports
- Prompt and active participation in meetings
- 100% compliance with training requirements as outlined in GV Health Education Framework

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 Local Health Service Network	Hume Local Health Service Network (HLHSN) – Clinical Program Director
Reviewed by:	Andrew Freeman, Executive Director Hume LHSN
Issue Date:	August 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.

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](#)