

# Position Description

<b>Position Title:</b>	Project Coordinator - Hume Digital Health
<b>Reports to:</b>	PMO Manager – Hume Digital Health
<b>Department:</b>	Hume Rural Health Alliance
<b>Directorate:</b>	Chief Executive Officer
<b>Cost centre:</b>	Y2038
<b>Code &amp; classification:</b>	Grade 5, Levels 1 – 5 (HS5; HS30 – HS33)
<b>Employment conditions:</b>	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).

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
- Corryong Health
- Goulburn Valley Health
- Kyabram District Health Service
- Mansfield District Hospital
- NCN Health
- Northeast Health Wangaratta
- Seymour Health
- Tallangatta Health Service
- Yarrawonga Health
- Yea & District Memorial Hospital

## **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. It is also implementing initiatives to improve data integrity and systems interoperability to leverage state and national digital health initiatives such as UPI and My Health Record.

The role is responsible for project coordination across 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.

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## **RESPONSIBILITIES AND DUTIES**

**The following duties are inclusive of but not limited to**

- Co-ordinate project activities through establishing and maintaining effective project controls, i.e. risk / issue management, quality log, change log, assumptions log
- Coordinate project monitoring, tracking, and reporting
- Establish effective engagement channels for effective two-way communication with stakeholders, including targeted communication to manage stakeholder resistance
- Support the project implementation by coordinating timely collection of data and information from Health services i.e. structure and services provided, number of system users etc
- Support the project implementation by documenting current business processes, analysing change requirements and identifying solution options to support the change
- Provide clear and consistent communications with all stakeholders
- Provide administration support for project management and the Hume Digital Health Program Control Board and governance committees, including accurate minutes and maintenance and follow up of actions
- Provide support for the training and testing stream in developing and reviewing documentation
- Maintenance of project documents and other artefacts in a shared repository (MS Teams)
- Coordinate project meetings, workshops, end user training and user acceptance testing. This includes diary coordination, invitations, equipment, venues, papers etc
- Assisting with resource scheduling so that team members have the resources they need to complete their tasks
- Work closely with the project team to ensure effective stakeholder engagement and communication including a focus on building commitment and readiness for change.

**EXTERNAL RELATIONSHIPS:**

- Department of Health
- Vendors
- Other Health services for the sake of developing partnership, leveraging experience etc
- Technical Advisors

**INTERNAL RELATIONSHIPS:**

- Hume CEOs and Executive Director
- Hume Health services staff that need to be engaged in the delivery
- 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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**KEY SELECTION CRITERIA****Formal Qualification(s) and Required Registration(s):**

- Degree level qualifications or higher

**Essential:**

- Highly developed written and verbal communication skills to prepare professional documents and presentations; maintain project controls and develop project communications for distribution using various format / channels
- Great organisational skills
- Sound understanding of project management methodology
- Demonstrated skills at working effectively in a high pressure and dynamic project environment
- Demonstrated ability to collaborate effectively with stakeholders, through relationship building, coaching and influencing skills to gain confidence and cooperation of others.
- Knowledge and proficiency in delivering ICT and or health related digital system
- Ability to support general tasks relating to the program
- Demonstrated experience in business analysis and issue documentation
- Proficiency using Microsoft teams to support effective communication and collaboration in a team environment
- Evidence of vaccination against Influenza.
- Satisfactory National History Criminal Check prior to commencement of employment
- Satisfactory Victorian 'Employee' Working with Children Check prior to commencement of employment

**Desirable:**

- PROSCI or similar change certification
- Specialist knowledge relevant to projects in the digital health pipeline i.e. data integrity; strategic reporting; patient billing solutions
- Relevant industry certifications including Project Management, Change Management
- Knowledge and proficiency in delivery of an EMR
- Health care sector knowledge, and knowledge of the technical challenges and solutions for their integration with a state-wide clinical information sharing.
- Knowledge of the Victorian Regional and Rural Health Services.

- Skills and experience in the implementation of projects utilising methodology-based phases, processes and controls, including knowledge of project governance and stakeholder management structures

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## **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

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## **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.

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<b>Hume Rural Health Alliance</b>	<b>Project Manager – Digital Health</b>
<b>Reviewed by:</b>	Program Director – Hume Digital Health
<b>Issue Date:</b>	June 2025

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## 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.

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## 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.

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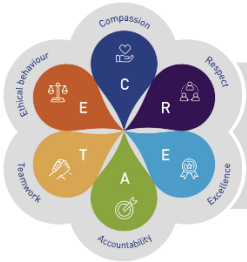
## OUR PURPOSE

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

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## 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](#)

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## 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](#)

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## 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](#)