

Position Description

Position Title:	Project Manager
Reports to:	Director of Capital Projects
Department:	Infrastructure
Directorate:	Capital Projects, Infrastructure and Support Services
Cost centre:	R0302
Code & classification:	Managers and Administrative officers Grade 6 (HS6)
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 Project Manager is responsible for the successful delivery of operational, capital and business projects across the infrastructure Directorate and reports to the Director Infrastructure and Assets within the Infrastructure team. On Occasion the incumbent may be asked to manager projects outside of the division.

This role is key to delivering the forward improvement and service program that is central to the future of GV Health services. The project Manager has key accountability for the timely, cost effective delivery of projects and will lead project control groups, comprising the key staff in each project to ensure stakeholder engagement from inception to completion. Reporting is also required to Capitol Projects, Finance and Risk Committees where appropriate.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to:

- Assist in the development of a ten-year capital program for submission to the Victorian Health Building Agency via the Executive and Board of GV Health.
- Deliver projects in the capital and operational work program to time, cost and quality.
- Work with other divisions in the development and delivery of projects maintaining stakeholder confidence.
- Track and report spending including forward projections.
- Lead project control groups, reporting to Capital Planning and Budget committees as appropriate.
- Maintain compliance with relevant standards including but not limited to procurement, OH&S, contract management and environmental requirements.
- Assist the Redevelopment and Capital Works Director when called upon to support the delivery of the Hospital Redevelopment program.

- Deliver other operational items as appropriate to support the aims of the wider Infrastructure Division
 - Provide a high-quality service to internal customers and consumers that reflects best practice and adds value to GV Health
 - Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas
 - 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;
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KEY SELECTION CRITERIA

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

- Qualifications or training in a recognised Project Management methodology

Essential:

- Demonstrated high-level problem-solving skills
- Excellent interpersonal and communication skills
- Self-management: ability to work both independently and in a complex team environment; ability to forward plan; and, use own initiative to plan and prioritise work to achieve set targets and meet deadlines
- Demonstrated ability to build and maintain relationships and foster cooperation
- Demonstrated experience successfully managing a portfolio of projects.
- Experience taking significant projects from scope, to funding to delivery on time, budget and quality.
- Ability to work effectively independently, in a team and in a leadership role
- Satisfactory National Criminal History Check prior to commencement of employment
- Satisfactory Victorian 'Employee' Working with Children Check prior to commencement of employment
- Completion of a Commonwealth of Australia Statutory Declaration prior to commencement of employment

Desirable:

- Ability to identify and deliver improvements in processes and delivery.
 - Experience in financial management of projects
 - Experience in delivery of projects within a health setting
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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 effective 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 projects to time and cost.
- Development of a long-term forward portfolio of projects with scopes and budgets defined.
- Quality, safety and risk plans and activities are implemented in accordance with the relevant frameworks and procedures

ALL GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstrate GV Health's CREATE values and behaviours and being a role model for living the values of 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;
- Develop and maintain collaborative relationships with all other teams and professionals;
- Promote and enable efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- 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 and maintain all 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;
- Comply with requirements of the 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 Victorian Department of Health Victoria;
- Comply with all applicable position pre-employment checks that are relevant to the role, which may include but is not limited to; police checks, Working with Children's Check (WWCC), National Disability Insurance Scheme (NDIS) and Aged Care screening requirements;
- In this role you may occasionally interact with distressed, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. All 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.

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 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.

Infrastructure	Project Manager
Reviewed by:	Sean O’Keeffe
Issue Date:	September 2025

ABOUT US

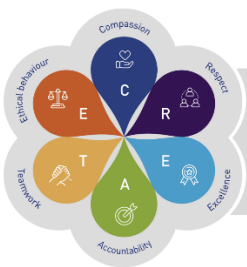
Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also 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:



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](#)