

Position Description

Position Title:	Senior Project Manager – Partnerships for Culturally Safe Cancer Care
Reports to:	Clinical Director – Oncology
Department:	Oncology
Directorate:	Clinical Operations – Subacute and Ambulatory Care
Cost centre:	M4018
Code & classification:	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 Senior Project Manager role is responsible for the development and implementation of a grant funded project “partnering with first nations communities in the Goulburn Valley to implement culturally safe access and navigation in the cancer system”. The aim of this project is to co-design and implement culturally safe cancer navigation in the Goulburn Valley region through partnerships between the Yorta Yorta community, Aboriginal Community Controlled health organisations and mainstream cancer services.

This project involves a partnership between Goulburn Valley Health (GVH), Rumbalara Aboriginal Cooperative, Border Medical Oncology Research Unit (BMROU), Victorian Aboriginal Controlled Health Organisation (VACCHO), Genesis Care, Hume Regional Integrated Cancer Services (HRICS), and Murray Primary Health Network (MPHN).

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to

- The Senior Project Manager will be responsible to lead, manage, collaborate and deliver to project milestones and co-ordinate the project (including the provision of detailed reports) to achieve the following objectives:
 - Build strengthened and sustained partnerships and trust between cancer services and Aboriginal and Torres Strait Islander community-controlled organisations and other stakeholders
 - Integrate aboriginal cancer patient navigator roles and a supporting team within the health service with strong community connections
 - Improved cancer care experiences and outcomes among Aboriginal and Torres Strait Islander people affected by cancer, including improved cultural safety and equity of access to cancer services
 - Project outcomes embedded within the health service.

- The senior project manager will develop and implement the project work plan which outlines key activities, outputs and timelines, and subject to the governance and monitoring of the project steering committee (yet to be established)
- The senior project manager will work in conjunction with the project lead medical oncologist. Additional roles will also be recruited to as the project is undertaken that will report to the senior project manager.
- Work collaboratively with internal and external partnering agencies and communities.
- Work collaboratively with internal and external stakeholders to deliver outcomes including reports & publications as per the key project milestones
- Oversee the requirements of the project and ensure they are achieved this includes aspects such as managing ethics requirements, data security and integrity and observing confidentiality and private at all times.
- Aboriginal and Torres Strait Islander peoples are encouraged to apply.

POSITIONS REPORTING TO THIS ROLE

There will be positions reporting to this role as follows (recruitment yet to occur):

- Senior Project Officer
- Cancer Navigator – Nurse
- Cancer Navigator (non-nurse)

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):

- Bachelor level or higher degree in a Health or Allied Health related discipline or Human Resources (or equivalent)

Essential:

- Project management qualification and experience – including project design experience, process evaluation and data analysis.
- Demonstrated ability to build highly functional local partnerships and strengthen existing regional partnerships,
- Experience working with and engaging with Aboriginal and Torres Strait Islander Communities
- Effective oral and / or written communication skills
- A positive solution- focused attitude, with attention to detail and ability to meet tight and multiple deadlines.
- Demonstrated capacity to work autonomously and as part of a team, demonstrating initiative, resourcefulness and ability to efficiently and effectively manage competing priorities.

Desirable:

- Post Graduate Qualification in Health, Health Administration, Public Health or experience working in healthcare related field.
 - Ability to build and lead an appropriately trained project team
-

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;
 - Ensuring key milestones are achieved and reporting timelines are met in line with the prescribed Project activity work plan.
-

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.

Clinical Operations	Senior Project Manager – Partnerships for Culturally safe cancer care
Reviewed by:	Divisional Operations Director – Subacute and ambulatory care
Issue Date:	May 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](#)