

Position Description



1. General Information

Position Title:	Group Project Manager
Division/Department:	Hospitals/ Infrastructure/Redevelopment
Position Reports to:	Group Manager Redevelopment
Enterprise/Individual Agreement:	Individual Agreement
Classification/Grade:	
Location:	All hospital locations
Employment Status:	Fixed term, full Time 24 months
Resource Management (for Management positions only) Number of Direct Reports: Budget under management:	0 Varies from Project to Project, up to \$30M
Key Relationships - internal and external	Executive General Managers, Key Hospital Staff and Builders/Contractors

2. Overview of Epworth HealthCare

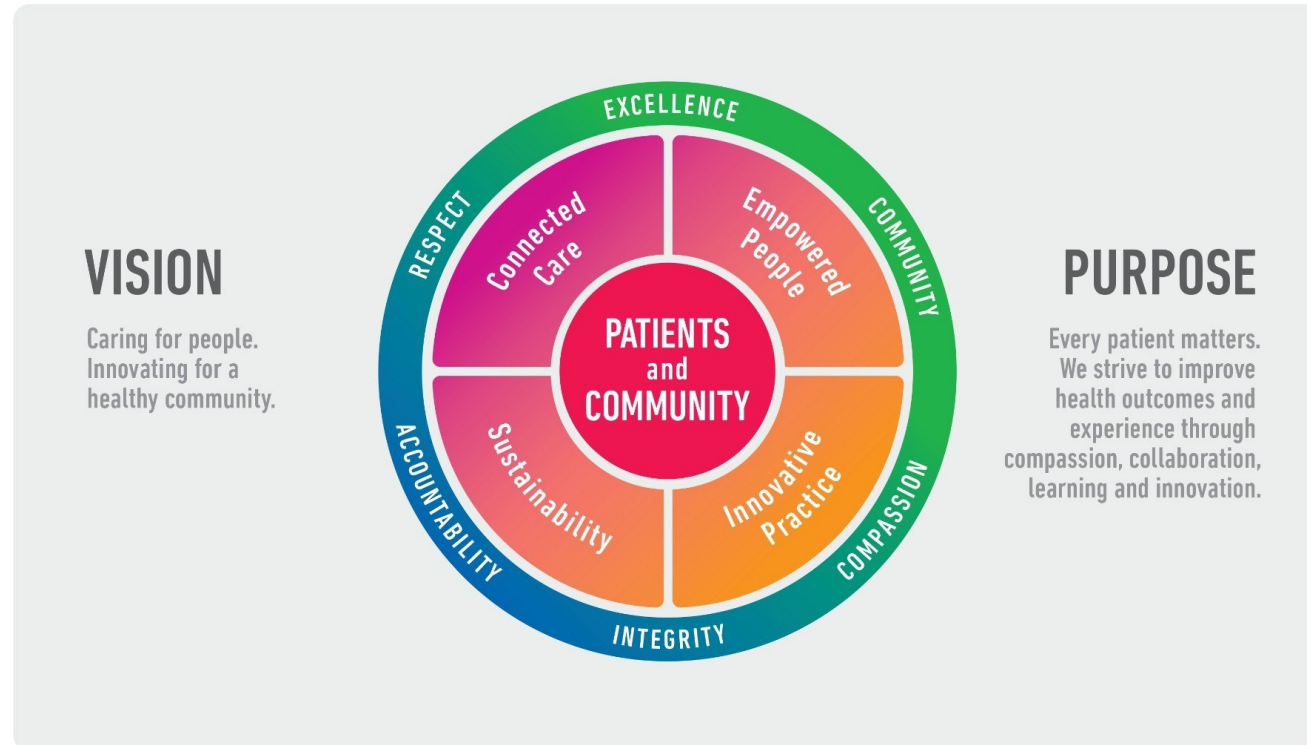
Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our patients.

Epworth's values define our approach and our delivery. We pride ourselves on communicating our values and delivering on them in a real and meaningful way. Our Values are Respect, Excellence, Community, Compassion, Integrity and Accountability. More information can be found on the [Epworth website](#).

Epworth's purpose is Every Patient Matters. We strive to improve health outcomes and experience through compassion, collaboration, learning and Innovation. Our Vision is Caring for People. Innovating for a healthy community.

3. Epworth HealthCare Strategy

All roles are linked to the Epworth strategy and are fundamental in achieving its vision and purpose.



Connected Care – Partner with our patients and doctors to provide high-quality care through an integrated, holistic experience tailored to their needs and choices

Empowered People – Enable and empower our people and teams to be their best and make a difference to the patient experience

Innovative Practice – Informing and enabling health within our community through encouraging the ideas of our people and finding new and better ways to care and support care delivery

Sustainability – Be accountable to use resources wisely; to ensure organisational and environmental sustainability, enhance access, support the patient journey and create greater capacity for care.

4. Purpose of the Position

To provide planning and project delivery of building projects from a Development Management and Project Management level to meet strategic scope, time, quality and cost requirements. Projects will range from \$100k - \$30m and will require the ability to manage several projects at the same time.

5. Clinical Governance Framework

This role is required to put into practice the Clinical Governance Framework at Epworth as every employee is accountable for ensuring that our patients and community receive safe, high quality and person-centred care in every interaction with Epworth. This is achieved through active participation in the five domains of clinical governance at Epworth:

Clinical Governance Domain	Role
<i>Leadership and culture</i>	Promote and participate in a supportive, fair and transparent culture where lessons from previous outcomes are learned and patient safety and quality is a priority at all levels of the organisation.
<i>Consumer Partnerships</i>	Understand and where relevant, ensure that each patient is actively involved in their own care and treatment including families/carers wherever possible.
<i>Effective Workforce</i>	Develop and maintain one's own competency, skills and knowledge to ensure high quality service provision and care.
<i>Clinical Safety and Effectiveness</i>	Understand and where relevant, ensure that the right care is provided to the right person at the right time, in the right place and patient outcomes are monitored and improved.
<i>Risk Management</i>	Be responsible for identifying and reporting risks, hazards and near misses for people in our care and participating in risk mitigation strategies.

6. Key Accountabilities

KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
Team effectiveness - Communicating, motivating and directing within the team and direct/indirect reports - Establish positive relationship with colleagues and key stakeholders - Contribution to department efficiency by effective utilization of time and resources	- Contribution to team by efficiently reporting on projects' financial status - Indirectly manage staff and contractors to ensure the project goals are achieved - Actively participates and effective team member

Health Planning Design and Coordination • Coordination and chairing of meetings and workshops required to progress the initial concept, design, construction and commissioning phases as applicable for each project • Feedback to Consultant team from the stakeholders as required; integration of IT and FF&E with the construction • Arranging all internal and external approvals for the facility • Involvement in review and assessment of Clinical and Non-Clinical FFE • Facilitate information dissemination between Epworth HealthCare, EMF, suppliers, stakeholders and consultants as required. • Key risks and milestones monitored, maintained and reported appropriately • Benchmarking and site visits attended to aid assessment.	• Optimal and functional operational design achieved. • Participation from all relevant parties achieved. • Work in conjunction with Epworth's internal departments (Group Supply, IT, Facilities, OH&S, Infection Control, Epworth Brand, etc)
Communication skills • Actively liaise and consult with relevant staff members and project team to ensure effective communication is maintained. • Participate in effective communication and problem solving as part of the project team. • Actively engage and provide recommendations to committees and prepare action statements/minutes as required for the project delivery • Handling complaints, poor performance, or otherwise negotiating with other.	• Maintain open communication - information loop between clinical, non-clinical, project consulting team, construction team members and Epworth HealthCare Executives • Resolving conflicts and negotiating with others
Project Management including Financial Tracking • Create, monitor and maintain activities and actions against the project management plan • Create and maintain a financial tracking document to ensure Budget parameters are met and monitor on a regular basis • Effective communication to all relevant parties to ensure effective and smooth establishment of departments and disciplines • Complete and coordinate activities checklist with all required preparation in advance of the construction programme handover dates. Including working	• Completion on time, scope and within budget • Report and update Budget Status on all projects on a fortnightly basis on Team Project Activity Tracker • On a continual basis, liaise with local FM Team to ensure their buy-in and effective handover at project completion • Liaising with the consultant team and stakeholders to achieve close out of the project defects • Ensure all workmanship is within quality parameters and meets statutory and scope requirements

with various departments and disciplines to ensure they are aware of commissioning requirements.	
Construction Interface Resolution • Ensure early handover areas are appropriately defecting, handover process documented, access protocols implemented. • Manage the tenancy coordination activities of third party providers (i.e. – Pathology, Pharmacy, Cafeteria, and Consulting Fit out) post-handover from Main works contractor. • Liaise with Project Director to ensure Epworth meets commercial requirements under third party arrangements. • Liaise with Main Works Contractor to ensure all areas are completed and contractual requirements met.	• Effective RISC register management and access control to areas following handover from Main Contractor. • Coordination of third party provider tenancy fit outs post-handover from Main Work Contractor. • Upon completion of all projects, ensure that all Operational Manuals, Asset Data Information and As Built drawings are handed over from Builder to FM Team before final payment.
Customer service • Works closely with the Clinical Operations Managers, Executive General Manager, Project Director and FM Team to ensure the commissioning plan is cohesive and effective. • Keeping up-to-date technically and applying new knowledge to the role.	• Acts as a knowledgeable resource
Safety and Wellbeing To ensure a safe workplace is provided for all employees and other personnel including contractors, agency staff, volunteers and students. • All employees and other personnel under the authority of the Manager are fully informed of the hazards associated with their work activities, adequately trained and instructed in safe work procedures and appropriately supervised. • Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace and project work site • Integrate and review OHS performance in staff PDPs • Ensure all direct reports are held accountable for safety performance and actions	• Adhere to infection control/personal hygiene precautions • Implement and adhere to Epworth OHS policies, protocols and safe work procedures • Ensure all hazards, incidents and injuries are reported in Riskman within 24 hours • Ensure all hazards, incidents and injuries are investigated and corrective actions implemented within agreed timeframes • Mandatory training completed at agreed frequency

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7. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	Essential - Relevant Property & Construction Degree in Construction Management or Similar Project Management/Development Management experience Desirable - Bachelor's Degree in an engineering discipline
Previous Experience	Essential - Minimum 5 years construction project experience on large scale projects Desirable - Minimum 5 years Hospital development / construction project experience on large scale projects
Required Knowledge & Skills	Essential - Computer literacy e.g. MS Office, Project Management and other reporting related technologies. - Able to demonstrate an ability to apply strategic thinking along with a capacity to implement operational priorities. - Financial tracking and reporting capabilities commensurate with managing medium to large construction projects - Organisational, prioritisation and time management skills; proven track record in project management. - Provide leadership and coordination for the redevelopment and operational transitioning. - Provide expert advice to Executive and senior leaders of the Division. - Mentoring and guidance to Management teams. - Ensure that the core recruitment technologies are used to minimise the manual recruitment process and reporting wherever possible. - Work with managers to ensure high utilisation of available technology
Personal Attributes & Values	Essential Ability to work well as a member of different teams, including Divisional and Corporate Senior Management/Executive Teams.

Position Description



All employees are expected to consistently work in accordance with Epworth's values and behaviours • Respect • Excellence • Compassion • Community • Integrity • Accountability	• Superior communication, influencing, interpersonal and relationship management skills, including effective presentation and public speaking skills. • Demonstrate initiative and management of human and material resources to meet the organisational requirement for cost efficient services whilst maintaining the safety of patients, visitors and staff. • Contributes to the development of a cohesive, facilitative and inclusive team based culture, embracing high levels of service orientation particularly towards key stakeholders. • A 'can-do' attitude and solutions focused approach with a proven track record in meeting KPIs and project management; Ability to manage differing and sometimes conflicting needs. • Prepared to make a commitment to working towards Epworth's mission and values and delivering on our strategic plan. • Ability to manage/lead around ambiguity in a fast paced changing environment. Advanced skills in prioritising, problem solving, systems and process analysis. • Be passionate about the provision of excellent patient and customer care. • Demonstrated leadership and provision of expert and timely advice • Compliance with mandatory education programs • Continually develop self and others • A highly efficient and technology driven recruitment process. • Increased understanding and awareness of staff re technology and the manner in which it can support high quality workforce planning and recruitment.
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Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
December 2014	June 2023	Group Director Redevelopment

8. Employee Position Declaration

I have read and understand the requirements and expectations of the above Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position and accept my role in fulfilling the Key Accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature: _____

Position Description



Print Name:

Date: