

## Position Description

Position Title	Manager, Regional Programs
Position Number	30005308
Division	Office of the CEO
Department	Loddon Mallee Local Health Service Network
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative Grade 7
Classification Code	HS7
Reports to	Executive Director Loddon Mallee Local Health Service Network
Management Level	Tier 3 - Business Manager
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"> <li>• National Police Record Check</li> <li>• Current Victorian Drivers Licence</li> <li>• Immunisation Requirements</li> </ul>

### The Loddon Mallee Local Health Service Network (LMLHSN)

The Loddon Mallee Local Health Service Network was established on 1 July 2025 by the Victorian Department of Health to strengthen collaboration among health service providers and improve health service delivery across the Loddon Mallee region.

The strategic priorities being focused over the next three years (2025-2028) are:

- Improving access and equity of care
- Enhancing workforce support with collaborative planning
- Focusing on quality and safety and
- Optimising efficient resource use.

More information about the Victorian LHSN can be found: [Local Health Service Networks | health.vic.gov.au](https://www.health.vic.gov.au/local-health-service-networks/)

In the LMLHSN work is underpinned by the following vision and values:

- Vision: Shaping the future of health service delivery to give our communities a great experience throughout the Loddon Mallee region.
- Values: Respect, Integrity and Collaboration

LMLHSN is governed by a CEO and a Board Chair Committee, comprising representatives from the 13 public health services in the region. Strategic initiatives are delivered through projects sponsored by CEO leads and implemented by an agile network team working across all partner health services.

Staff considering employment opportunities in network are expected to:

- Work in a hybrid model, with flexibility to travel across the region for meetings and collaboration events.
- Access hot desk office spaces at Bendigo Health and other health service sites (bookable as needed).
- Maintain a suitable home office setup (IT equipment provided) and be proficient in using online collaboration tools.

## Bendigo Health

Bendigo Health is the fundholder and host of the LMLHSN function, therefore is the employer of the network staff. Bendigo Health is the major regional health service in the Loddon Mallee, learn more by visiting the website: [Bendigo Health Website - About Bendigo Health](#)

Bendigo Health is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Bendigo Health's work is underpinned by the following vision and values:

- Vision: Excellent Care. Every Person. Every Time.
- Values: CARING – We care for our community, PASSIONATE – We are passionate about doing our best, TRUSTWORTHY - We are open, honest and respectful

## The Position

### Responsibilities and Accountabilities

The Manager - Regional Programs will operationally coordinate, lead and provide strategic oversight of health reform priorities across the Loddon Mallee Local Health Service Network. This role leads the initiatives consistent with the Department of Health Statement of Expectations (SoE) and the Policy Framework. The role ensures balancing of resources in line with priorities and ensures the effective performance, reporting and coordination of LMLHSN initiatives. Extensive stakeholder management across partner health services, other agencies, government is required to ensure quality outcomes.

### Key Responsibilities

- **Stakeholder Relationships and System Leadership:** will work to ensure the vast range of stakeholders in the network are able to engage and collaborate in the interests of the Loddon Mallee Region (involving supporting staff to do so as well establishing and maintaining own credibility in the region).
- **Operational Management and Leadership:** provide operational leadership of the LMLHSN team to ensuring that all initiatives are planned, resources are allocated (and accounted for) and deliverables are met consistent with the SoE and other delegated enablers.
- **Strategic Knowledge Leadership:** actively contribute to robust discussions around the initiatives, undertake research to inform and influence next stages and seek assistance to inform
- **Improvement and Reform:** lead and supporting change management approaches across the network, while ensuring accountability and minimising unnecessary burden to stakeholders
- **Program, Project and Performance Oversight:** ensure staff are working systematically in line with the PMO framework. As negotiated this role will project manage a select portfolio of projects.
- **Reporting and transparency:** ensure all regular reporting mechanisms are operating as per the agreed processes and on time. Write briefing papers that accurately and transparently represent the situation. Assist in keeping an accurate, concise output focused record of various meetings



- **Governance and Risk Management:** ensure the network operates consistently within its governance framework and delegated authorities. Support governance processes, provide advice and reporting to relevant governance bodies, and recommend improvements to strengthen governance effectiveness. Proactively identify, manage and escalate operational, strategic and delivery-related risks in line with governance requirements.
- **Financial management:** Monitor financial performance within areas of responsibility, manage budgets in accordance with established guidelines, and report regularly on financial position. Work collaboratively with relevant business and corporate functions to align funding, resources and deliverables with LMLHSN strategic priorities.
- **Staff Leadership and Capability Development:** Provide respectful, transparent and supportive leadership to LMLHSN staff, fostering a high-performing, collaborative team culture. Actively support staff to build capability.

## Key Selection Criteria

### Essential

1. A working knowledge of the Australian Health System, change management and system redesign approaches.
2. Experience in managing and leading staff at senior manager level
3. A demonstrated successful track record of overseeing the management a portfolio of regional projects with competing priorities, to a high level of accuracy whilst keeping priorities and timelines on track.
4. A high level of ability to influence, engage and retain stakeholders' interest and attention across the network whilst ensuring equity of voice of all the health service partners around the table.
5. Demonstrated ability to adapt and respond in an agile way to changes in direction and ability to positively solve problems – 'can do attitude'.
6. A high level of proficiency in computer skills and knowledge of Microsoft suite of applications, SharePoint or similar collaboration tools, social media and the ability to learn other software applications.
7. A consummate level of emotional intelligence, communication ability, discretion and positivity.
8. Commitment to ongoing professional learning and development.

### Desirable

9. Previous experience in a health environment and/or health related projects.
10. Qualifications in project/change management/leadership.

## Generic Responsibilities

All staff employed by Bendigo Health are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.

- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*