

Position Description

Position Title	Senior Project Manager
Position Number	30006195
Division	Digital Services
Department	LMSS Project Management Office
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative G6
Classification Code	HS6
Reports to	Manager, LMSS Project Management Office
Management Level	Tier 4 - Shift Managers, Team Leaders & Supervisors
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> • National Police Record Check • Drivers Licence • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

Loddon Mallee Shared Services (LMSS)

Loddon Mallee Shared Services provides ICT services to all health services currently within the Loddon Mallee network. The services LMSS provide can range from ICT helpdesk, implementation and management of approved applications to consolidating regional platforms with dedicated support teams.

As a self-funded initiative, the LMSS is governed by the Department of Health rural-public-health-care-agencies-ict-alliance-policy.docx as well as a Joint Venture Agreement between the health services.

The Project Management Office (PMO)

The Project Management Office (PMO) plays a critical role in driving the successful delivery of projects across the Loddon Mallee Health Network. This function provides governance, oversight and support for program and project management practices across the organisation(s), considering both local and region-wide implications. The PMO is responsible for establishing and maintaining project standards, methodologies, and tools, while also supporting project teams through planning, reporting, risk, and resource management. The PMO fosters a culture of continuous improvement and collaboration, aligning to overarching enterprise strategies.

The Position

Located in Bendigo and reporting to the Manager, LMSS Project Management Office, the Project Manager is responsible for leading and delivering projects in alignment with the PMO governance framework and standards, supporting the delivery of a prioritised portfolio of projects.

Working within the PMO, the Project Manager collaborates with Loddon Mallee Shared Services cross-functional teams, external implementation partners and regional stakeholders to ensure consistency, transparency and high-quality project outcomes. The role requires strong planning, stakeholder engagement and people management capabilities, along with the ability to support informed and to collaborative decision making.

The position is accountable for effectively managing project resources and activities to ensure successful implementation. This includes providing clear direction, setting objectives and maintaining strong communication to achieve quality outcomes within agreed timeframes and deliverables.

The successful candidate will adopt a holistic approach to project delivery, considering People, Process and Technology. They will demonstrate capability in managing risks, schedules, budget and scope, while contributing to the continuous improvement of PMO processes and promoting best practice.

Responsibilities and Accountabilities

Key Responsibilities

- Define and manage scope and deliverables in collaboration with the Project Sponsor and key stakeholders to support the successful delivery of the project
- Lead cross-functional teams, managing work allocated and removing obstacles to ensure productivity
- Foster use of good project management practices in accordance with the Project

Management Framework. Monitor and encourage compliance in the utilisation of project tools, documentation and controls

- Develop and maintain high quality project reporting and documentation, including project status reporting in accordance with the PMO Project Management Framework
- Development and maintenance of project financials, including budget estimates and spend to date, project finance estimating and reporting requirements are met
- Coordination of project commercial activities, within delegation limits, including obtaining quotes, defining statements of work, contractual and procurement matters, raise purchase orders and process invoices
- Contribute to the effective management and maintenance of vendor relationships throughout the project lifecycle
- Assist with the development of business cases when required, providing expert advice to stakeholders
- Independently manage and co-ordinate project activities or work packages and report against progress
- Demonstrated ability to establish and maintain positive working relationships with internal and external stakeholders (including vendors) and communicate effectively on a range of sensitive and complex issues
- Effective tracking of key project milestones, adjusting project plans and or resources to meet deliverables and ensuring that any impacts on time, cost, quality are considered and managed through the project variation (change) process
- Application and demonstration of knowledge and understanding of the projects impact on people, process and technology
- Identification and management of risks, including the development of effective mitigate strategies. Effective management of all project controls, including risks, issues, actions and decisions
- Act on direction provided by project sponsors and seek timely clarification on any issues to ensure alignment with project objectives
- Collaborate with the project change lead, where assigned, to develop, implement and support change management and communication activities
- Actively support and contribute to continuous improvement initiatives within the project management practice

Key Selection Criteria

Essential

1. Demonstrated professional experience in project management, up to 5 years or a combination of experience of between 2 and 5 years, and a qualification in project management such as PMP, PRINCE2, Agile
2. Demonstrated team management and leadership skills, with experience in managing and leading staff to promote a cohesive and effective team environment.
3. Demonstrated experience in applying project management methodologies, with the ability to assess context and select the most suitable approach to deliver successful outcomes
4. Excellent written and verbal communication skills, including the ability to interact with and influence a variety of stakeholders to achieve mutual understanding and agreed outcomes. This includes experience developing Business Cases and Project

Management documentation.

5. Demonstrated ability to conduct detailed planning, analysis, and estimation to develop effective project plans, timelines, and budgets.
6. Proven ability to lead and manage a variety of projects with a proven record of delivering them on time, on budget and to the required quality standards

Desirable

7. Demonstrated experience in the delivery of projects in a healthcare setting (preferably IT projects)
8. Bachelor's degree in Information Technology, Business Administration or Project Management

Generic Responsibilities

All Bendigo Health staff 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.