

Position Description

Position Title	Project Officer
Position Number	30009047
Division	Office of the CEO
Department	Public Health Unit
Enterprise Agreement	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Classification Description	Community Dev Worker Class 2, Y1-7
Classification Code	XX7 – ON15
Reports to	Manager
Management Level	Non Management
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.

The Position

Reporting to the Regional Projects Manager, the Project Officer provides, with a high level of autonomy and professional judgement, operational support for the delivery of priority projects. Applying community development principles and a robust project management approach, the position collaborates with communities, subject matter experts, internal and external stakeholders in the development, implementation, evaluation and reporting of public health initiatives.

The Project Officer is responsible for coordinating resources, maintaining project documentation and implementing and monitoring project plans to build stakeholder and community capacity to support sustainable responses to public health priorities.

The role will contribute across the full scope of LMPHU activities as determined through ongoing business planning, population health planning and in response to cases, outbreaks, incidents and emergencies. This position plays a key role in strengthening community capability, systems and partnerships to deliver resilient and sustainable public health outcomes.

Responsibilities and Accountabilities

Key Responsibilities

- Independently prioritise, plan, coordinate and deliver key projects as determined by business planning, community need or in response to cases, outbreaks, incidents and emergencies.
- Apply community development principles and lead initiatives to support community participation, capacity building and partnership development across priority population groups.
- Lead the development of project plans and coordinate, manage and monitor the implementation processes to achieve project objectives.
- Provide expert project and community development advice to internal and external stakeholders to inform planning, prevention and implementation of public health initiatives.
- Collect, analyse and present data and other evidence that is accessible for staff and stakeholders to support public health planning, prevention and control activity in the Loddon-Mallee.
- Prepare high-quality reports, briefs and presentations for internal and external stakeholders, translating evidence into actionable insights and maintaining accountability to support trust and confidence among stakeholders.
- Work collaboratively with business managers and subject matter experts in communicable diseases, clinical public health services and population and preventive health to support and implement a system strengthening approach to business planning, capacity building, evaluation, reporting and project management within LMPHU.
- Ensure projects and community development activities are delivered using agreed protocols and in accordance with Bendigo Health policies and procedures and Department of Health funding and policy requirements.
- Keep accurate and complete records of your work activities in accordance with legislative requirements and the LMPHU's records, information security and privacy policies and requirements.
- Undertake other reasonable duties and projects as required to meet the objectives of the LMPHU.

Key Selection Criteria

Essential

1. A tertiary qualification in community development, public health or related field.
2. Experience in planning, coordinating and delivering public health projects, including complex and multi-component projects under time constraints and within resourcing parameters.
3. Highly developed organisational and self management skills with the ability to prioritise work, manage competing demands, and adapt to changing priorities.
4. Well-developed interpersonal skills and relationship management skills including the ability to engage with a diverse range of external and internal stakeholders, including subject matter experts, clinicians, senior management and priority populations.
5. Excellent communication skills (both written and verbal), including preparing evidence-informed reports, briefs, presentations, and communicating complex information to diverse audiences.
6. Well-rounded logic and problem-solving skills with attention to detail and the ability to work collaboratively as part of a team and independently.

Desirable

1. Skills, knowledge and experience relevant to public health.
2. Experience in strategic planning with the capacity to entertain wide-ranging possibilities in developing a vision for the future that can be translated into day-to-day activities.

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.