

Position Description



Position Title	Project Manager
Position Number	30010880
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 5 - 6
Classification Code	HS5 – HS6
Reports to	Manager – Loddon Mallee Local Health Service Network
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 Current and unrestricted Drivers Licence Immunisation Requirements

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

The Project Manager has primary responsibility for providing high level project management support for a portfolio of LMLHSN, projects across the Loddon Mallee region. These projects will be aligned with the strategic priorities and the Department of Health's Statement of Expectations. This position is responsible for supporting all project resources to ensure projects and change initiatives are successfully implemented whilst managing schedule, budget, scope, risks, stakeholders, communications, change management, and quality. The role will work closely with LMLHSN CEO sponsors and working groups aligned with the projects. The Project Manager will principally report to a senior manager within the network team but will work flexibly with both managers dependent who has the primary accountability for the project. It is expected that projects will be guided by the organisations Project Management Framework.

Responsibilities and Accountabilities

This role works with a broad range of CEO, Board Chair and other stakeholders from all the 13 health service partners; therefore, the ability to maintain good working relationships, communicate clearly and organise a broad range of activities, is a key responsibility. The network has a devolved leadership structure with active participation by the CEO's and Board Chairs in leading various projects across the network. An agile adaptive approach to project management is required to respond to the 'unknowns' and to keep stakeholders highly engaged.

Key Responsibilities

Project Management

- 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.
- Manage the project working or control groups whilst maintaining high quality project reporting and documentation (including agendas and minutes), including project status updates in accordance with the Project Management Framework.
- Development and maintenance of project financials, including budget, forecasts and actuals ensuring project finance estimating and reporting requirements are met.
- Coordinate project commercial activities within approved delegation limits, including obtaining quotes, defining statements of works, contractual and procurement matters, raise purchases orders, and processing of invoices.
- Independently manage and coordinate project activities or work packages and report against progress
- 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)
- Identification and management of risks, including the development of effective mitigation strategies. Effective management of all project controls, including risks, issues, actions, and decisions.
- Act on direction provide by project sponsors and seek timely clarification on any issues to ensure alignment with project objectives.
- Provide support and advice to regional Health Service teams contributing to or impacted by LMLHSN projects.
- 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 project management practices.

Other

- Annual preparation of key working/project control group meetings so that scheduling is in place at the beginning of each calendar year.
- Assist in the reporting requirements for each project against the Statement of Expectations.
- Assist with onboarding of new network staff
- Other duties as required under the direction of the ED LMLHSN and Senior Managers.

Key Selection Criteria

Essential

1. Demonstrated ability to conduct detailed planning, analysis, and co-design with CEO sponsors and project teams to develop effective project plans, timelines, and budgets.
2. A demonstrated successful track record of autonomously managing a portfolio of projects with competing priorities, to a high level of accuracy whilst keeping priorities and timelines on track.
3. Ability to influence, engage and retain stakeholders' interest and attention over the life of a project.
4. 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 (noting that the networks are in the early stage of formation).
6. Ability to positively solve problems – 'can do attitude'.

7. 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.
8. Highly developed level of emotional intelligence, communication ability, discretion and positivity.
9. Commitment to ongoing professional learning and development.

Desirable

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

Generic Responsibilities

All Bendigo Health and Loddon Mallee Local Health Service Network 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 and Loddon Mallee Local Health Services Network 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.
- 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 LMLHSN 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.