Loddon Mallee Local Health Service Network

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 2025-2027
Classification Description	Administrative Grade 5 -6
Classification Code	HS5 – HS6
Reports to	Manager, Regional Programs
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• National Police Record Check • Current Victorian 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

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.

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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 deeply for our community, PASSIONATE – We are passionate about doing our best, TRUSTWORTHY - We are open, honest and respectful, ACCOUNTABLE – We take ownership of our actions and outcomes.

The Position

Responsibilities and Accountabilities

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 (SoE). This position is responsible for supporting all project resources to ensure projects and change initiatives are successfully implemented whilst managing schedule, 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 organisation's project management framework.

Initially this role will be responsible for the Workforce and Shared Services priorities – noting that the composition of the portfolio is likely to change over time in response to government direction, demands and workforce requirements.

Key Responsibilities

Project Management

- Define and manage scope and deliverables in collaboration with the CEO Sponsors and key stakeholders to support the successful delivery of the project.
- Support the development and implementation of various SoE initiatives, including service redesign, operating models, business cases, feasibility assessments and implementation planning.
- Conduct 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.
- If required, support procurement, vendor management and contract implementation activities associated with shared service arrangements.
- Independently manage and coordinate project activities or work packages and report against progress

- Facilitate collaboration and consensus building across multiple health services, balancing differing organisational priorities while maintaining momentum towards agreed regional outcomes.
- 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.
- Develop and implement change management and communication strategies, or collaborate with assigned change resources where available, to support successful project adoption and sustainability.
- Actively support and contribute to continuous improvement initiatives within project management practices.
- Prepare high quality governance papers, briefing materials, recommendations and reports for Executive Sponsors, Project Control Groups, and CEO stakeholders.

Other

- Coordinate governance and reporting schedules to support effective project oversight and decision making.
- Assist in the reporting requirements for each project against the Statement of Expectations.
- Other duties as required under the direction of the ED LMLHSN and Senior Managers.

Key Selection Criteria

Essential

1. Demonstrated experience delivering complex projects in a healthcare, public sector or similarly complex environment.
2. Proven ability to engage stakeholders, facilitate collaboration and achieve outcomes across diverse groups.
3. Experience leading or supporting organisational change, service improvement or workforce initiatives.
4. Strong analytical and problem-solving skills, with the ability to manage ambiguity and competing priorities.
5. Highly developed communication skills, including the preparation of reports, briefings and governance documentation.
6. Demonstrated ability to work autonomously, manage multiple priorities and maintain project momentum.
7. Proficiency in Microsoft 365 and contemporary collaboration tools.

Desirable

8. Relevant qualifications in Project Management, Business, Health, Management or a related discipline.
9. Experience working across regional networks, multi-agency partnerships, shared services or collaborative service delivery models.

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.