

Position Description

Position Title	Project Officer
Position Number	30011849
Division	Finance and Resources
Department	PPP Contract Management
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative G5 L1 – L5
Classification Code	HS5 – HS33
Reports to	Manager
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• 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](#)

Our organisation 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.

Our Vision

Excellent Care. Every Person. Every Time.

Our 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 Officer supports the Manager PPP role by handling key tasks related to Hard Facilities Management (FM) services, such as building management, utilities, waste disposal, grounds maintenance, pest control, and security. Responsibilities include managing the Request for Interference with Space (RIS) process, overseeing the annual review of operational documentation, and handling design and equipment modifications. The officer also coordinates lifecycle projects, responds to service complaints, audits

maintenance schedules, and ensures compliance with policies. Additionally, they assist with security requests, manage extension of time requests, and perform other duties to support the PPP Office.

Responsibilities and Accountabilities

Key Responsibilities

- Manage the Request for Interference with Space (RIS) process and minor works requests, with support from the PPP Support Officer.
- Oversee the annual review of Downer's Operational Term Documentation (Hard FM), consulting with stakeholders and ensuring alignment with Bendigo Health policies.
- Handle modifications for equipment and capital works, including preparing and reviewing Modification Price Requests and maintaining the related spreadsheet
- Lead the Design Change process, engaging stakeholders, drafting executive reports, and liaising between parties.
- Review and respond to service complaints using the VHIMS Incident Management System for Hard FM-related incidents.
- Support the Manager on Lifecycle Projects, including equipment replacement consultations, demonstrations, and maintaining the Operations and Manuals SharePoint site.
- Coordinate security surveillance requests, engaging with security and obtaining approval from the State Contract Administrator.
- Audit Planned Preventative Maintenance schedules from Downer's Monthly FM Operations Report.
- Review and respond to Extension of Time Requests for Hard FM, identifying trends and minimizing impacts on Bendigo Health.
- Perform other duties to support the PPP Office.

Key Selection Criteria

Essential

1. Experience – minimum of four years experience in administration and two years project or contract management experience.
2. Experience and knowledge working under a Public Private Partnership arrangement.
3. Accountability - Demonstrated ability to take responsibility for the completion of assigned tasks and confident to advise supervisor if work will not be finished on time.
4. Adaptability and flexibility - Demonstrated ability to operate with a high degree of flexibility within an environment with demanding workloads and time constraints.
5. Communication and interpersonal skills - Proven people and communication skills, including relationship building, cooperation, conflict resolution, influencing others and facilitating open discussions.
6. Communication and interpersonal skills - Demonstrated ability to build and maintain working relationships with key internal and external stakeholders.

7. Written Skills - Strong written skills to produce documentation with key messages and information required for decision making.
8. Influencing and negotiation skills - Aptitude for engaging key stakeholders in decision making.

Desirable

9. Resilience - Demonstrated ability to get on with the job, remain calm and optimistic even when things do not go to plan.
10. Stakeholder Management Skills - Capacity to collaborate with all stakeholders to achieve effectiveness and efficiency of services.

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.
- 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.