

Position Description

Position Title	Project Analyst
Position Number	30011871
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 Grade 4
Classification Code	HS4
Reports to	Manager, LMSS Project Management Office
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](#)

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

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 Position

Located in Bendigo and reporting to the Manager, LMSS Project Management Office, the Project Analyst will assist Project Managers and teams in supporting, executing and monitoring projects delivered under the Loddon Mallee Shared Services Project Management Office. The role will on occasion lead lower complexity projects or work packages.

The Project Analyst role will provide support to the Project Management Office to analyse and report on project performance, including scope, budget, schedule, risks and issues.

The role will play a key role in the project initiation phase, assisting with the triage function in the Technical Advisory Group process.

Responsibilities and Accountabilities

Key Responsibilities

- Assist with monitoring project progress by tracking milestones and deliverables
- Ensure compliance with LMSS Project Governance Framework, maintaining quality of deliverables in alignment with the framework
- Co-ordinate and assist with the preparation of monthly portfolio reporting, acting as an assurance role for project status reports submitted for projects
- Engage with stakeholders, facilitating communication between project teams, the PMO and stakeholders to ensure alignment to project goals
- Assist projects in defining project scope, objectives and deliverables; collaborate with Project Managers to develop project plans and schedules
- On occasion, lead and manage low complexity projects or assist with the co-ordination of work packages
- Identification of risks and development of effective mitigation strategies
- Administration support for the Technical Advisory Group, supporting the triage process for submissions

Key Selection Criteria

Essential

1. Demonstrated previous experience in a similar role and/or a recognised project management qualification/certification
2. Proven ability to manage a variety of tasks to ensure work is delivered successfully
3. 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
4. Demonstrates strong analytical skills, translating sometimes complex data into meaningful insights

Desirable

5. Previous experience managing low complexity projects in a healthcare setting

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.