

Position Description

Position Title	Senior Project Manager
Position Number	30013096
Division	Office of the CEO
Department	Loddon Mallee Shared Services
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector) (Single Interest) Enterprise Agreement 2025-2027
Classification Description	Administrative G6
Classification Code	HS6
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	- National Police Record Check - Current Unrestricted Drivers Licence - Immunisation Requirements

Bendigo Health (Lead Member of the Alliance)

Bendigo Health is the Lead Member and host of the LMSS, and employs all Alliance staff. Alliance staff adhere to all Bendigo Health policy, guidelines and process. As the Principal regional health service for the Loddon Mallee, Bendigo Health are committed to delivering safe, inclusive and high-quality care. Learn more: [Bendigo Health Website - About Bendigo Health](#)

Bendigo Health values the diverse backgrounds and cultures of staff and communities. As a proud child-safe organisation, they prioritise the safety, wellbeing and voice of all children and young people, and are dedicated to creating a culturally safe environment for Aboriginal and Torres Strait Islander peoples.

Bendigo Health's work is underpinned by the following 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.

Loddon Mallee Shared Services (LMSS)

Loddon Mallee Shared Services (LMSS), established in 1988 as part of the Loddon Mallee Rural Health Alliance, is a regional ICT alliance operating under Victorian public health policy and governed by a Board of 13 health service CEOs, with staff employed by Bendigo Health.

Guided by the Loddon Mallee Digital Roadmap 2026-30 and aligned with the Department of Health's digital priorities, LMSS focuses on the shared vision of digital transformation together. LMSS delivers a wide range of ICT services—including network connectivity, cybersecurity, telephony, infrastructure management, and clinical applications—while also leading regional standards, policy, and strategic planning. Serving a geographically diverse region from Macedon Ranges to the remote Mallee, LMSS supports coordinated, region-wide healthcare delivery and advocates for rural ICT needs at state and national levels.

The Project Management Office (PMO)

The Project Management Office (PMO) plays a critical role in driving the successful delivery of projects across the Loddon Mallee Health Network. This function provides governance, oversight and support for program and project management practices across the organisation(s), considering both local and region-wide implications. The PMO is responsible for establishing and maintaining project standards, methodologies, and tools, while also supporting project teams through planning, reporting, risk, and resource management. The PMO fosters a culture of continuous improvement and collaboration, aligning to overarching enterprise strategies.

The Position

Located in Bendigo, forming part of the Loddon Mallee Shared Services team, this role reports to the Manager, LMSS Project Management Office. The Project Manager is responsible for leading and delivering projects in alignment with the PMO governance framework and standards, supporting the delivery of a prioritised portfolio of projects.

Working under the governance of the PMO, the Project Manager collaborates with Loddon Mallee Shared Services cross-functional teams, external implementation partners and regional stakeholders to ensure consistency, transparency and high-quality project outcomes. The role requires strong planning, stakeholder engagement and people management capabilities, along with the ability to support informed and to collaborative decision making.

The successful candidate will adopt a holistic approach to project delivery, considering People, Process and Technology. They will demonstrate capability in managing risks, schedules, budget and scope, while contributing to the continuous improvement of PMO processes and promoting best practice.

Responsibilities

The position is responsible and accountable for effectively planning and managing project activities and resources to ensure successful project delivery. This includes providing clear direction, setting objectives and maintaining strong communication to achieve quality outcomes within agreed timeframes and deliverables.

Key Responsibilities

- Effectively plan and document projects, in collaboration with the Project Sponsor and key stakeholders, understanding the impact on people, process and technology to support the successful delivery of the project
- Effectively track project milestones, leading resources to meet deliverables, manage work allocated and remove obstacles to ensure productivity.

- Develop and maintain high quality project documentation, 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.
- Contribute to the effective management of vendor relationships throughout the project lifecycle, including definition of statements of works and contractual and procurement processes.
- Assist with the development of business cases when required, providing expert advice to stakeholders
- Demonstrated ability to establish and maintain positive working relationships with internal and external stakeholders (including vendors) and communicate effectively on a range of sensitive and complex issues.
- 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 provided by project sponsors and seek timely clarification on any issues to ensure alignment with project objectives, ensuring any impacts on time, cost, quality and scope are considered and managed through the project variation (change process)
- Collaborate with the project change lead, where assigned, to develop, implement and support change management and communication activities.
- Foster good use of good project management practices in accordance with the Project Management Framework and contribute to the continuous improvement of these practices.

Key selection criteria

Essential

1. Demonstrated professional experience in project management, up to 5 years, or a combination of experience of between 2 and 5 years, and a qualification in project management such as PMP, PRINCE 2, Agile
2. Demonstrated team management and leadership skills, with experience in managing and leading staff to promote a cohesive and effective team environment.
3. Demonstrated experience in applying project management methodologies, with the ability to assess context and select the most suitable approach to deliver successful outcomes
4. 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. This includes experience developing Business Cases and Project Management documentation.
5. Demonstrated ability to conduct detailed planning, analysis, and estimation to develop effective project plans, timelines, and budgets.
6. Proven ability to lead and manage a variety of projects with a proven record of delivering them on time, on budget and to the required quality standards.
7. Ability to work independently and as part of a team, displaying time management skills to prioritise competing requests.
8. Demonstrates strong capabilities in vendor management, project leadership, and contract negotiation skills.

Desirable

9. Demonstrated experience in the delivery of projects in a healthcare setting (preferably IT projects)
10. Bachelor's degree in information technology, business administration, or project management

Generic Responsibilities

All Bendigo Health and Loddon Mallee Shared Services 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 Shared Services 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 and Loddon Mallee Shared Services are 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.

BH and all LMSS 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.