

Position Description

Position Title	Project Officer
Position Number	30025566
Division	Finance and Resources
Department	Capital Works and Projects
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative G4 L4 - Administrative G4 L5
Classification Code	HS28 – HS29
Reports to	Construction Manager
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• 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 delivery of capital works and minor projects within the Facilities Management Capital Works & Projects Team.

The role is responsible for managing projects from concept to completion — ensuring they are delivered on time, within scope and budget, and compliant with organisational and regulatory requirements.

Key duties include financial management, contractor supervision, stakeholder communication, preparation of project documentation, ensuring OH&S and Infection Control compliance, participation in the on-call roster, and providing accurate scope and cost estimates.

Responsibilities and Accountabilities

Key Responsibilities

- Coordinate and project manage capital works from concept through to completion, ensuring projects are completed on time, within scope, budget and all relevant approvals sought (organisational and municipal).
- Complete financial management, including preparation of budgets, monitoring of expenditure reports, verifying and approving invoices for payment and completing reports.
- Prepare project documentation in accordance with relevant organisational policies, standards and guidelines for example infection control plan, specifications.
- Provide effective project communication with stakeholders in relation to scope of works, schedules, risks, budget etc
- Assist the Capital Works & Project Team with planning, co-ordination and supervision of contractors ensuring all project works meet strict Infection, Prevention & Control guidelines and that all works are carried out in a safe manner, by ensuring that Occupational Health and Safety policies and procedures are enforced.
- On call, the position will be required to participate in the BHFMM on call roster.
- Provide accurate scope and cost estimates to ensure successful delivery of capital projects & minor works.

Key Selection Criteria

Essential

1. A Project Management or Trade qualification
2. Extensive building industry experience utilising trade qualification
3. Minimum of two years project management experience
4. Knowledge of the National Construction Code (Building Code Australia) and Australian Standards.
5. Proven communication skills and experience working with various stakeholders including written and oral communication.

Desirable

6. Proven successful delivery of construction or building projects using industry standard methodologies, with experience in the healthcare industry highly regarded.
7. Demonstrated ability to identify and manage project risks, including occupational health and safety, environmental and infection control risks.
8. Proven ability to work independently with limited supervision, prioritise tasks and meet deadlines in environments with competing demands, while also contributing effectively within a team.
9. Proven ability to supervise and manage contractors to ensure works are completed safely and to required standards.
10. Strong interpersonal and communication skills that build cooperation and trust with diverse stakeholders, along with computer proficiency in Microsoft Office and, desirably, CAD, MS Project or Bluebeam to support project management.

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.