

Position Description

Position Title	Project Manager – Lymphoedema
Position Number	30025654
Division	Clinical Operations
Department	Cancer Centre
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative Grade 5
Classification Code	HS5 – HS33
Reports to	Strategic Manager LMICS
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](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our 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.

The Position

LMICS membership incorporates 24 public and private health services across the region. The purpose of this role is to support these services to implement the Victorian Cancer Plan, Victorian Integrated Cancer Services Implementation Plan and LMICS Business Plan. Project Managers do this by developing, supporting and evaluating projects and disseminating information and advice to the services. In addition, LMICS staff contribute to a range of “business as usual” cancer quality improvement activities locally and state wide.

Responsibilities and Accountabilities

Key Responsibilities

The LMICS Project Manager –will be responsible for supporting the various LMICS members and the projects that arise from these services. The role will:

1. Informed by LMICS Lymphoedema Scoping Project, cultivate excellent working relationships with senior clinical leaders and cancer stakeholders across the region in a way that can inspire collective quality improvement action without formal authority.
2. Work within LMICS “key member relationship model” with services to develop, support and evaluate projects that meet their internal priorities in line with LMICS Operational and Business Plans.
3. Act as resource to the services by providing information and advice about how their work overlaps and/or integrates with the local, regional and state wide planning / new initiatives and opportunities that relate to cancer.
4. Establish and facilitate greater communication links between LMICS and the member services.
5. Participate in a range of “business as usual” activities within LMICS Business Plan at a local and state wide level as part of the Victorian Integrated Cancer Services (VICS)
6. This role will also provide key input to a two-year region wide population health skin cancer project that is being delivered by LMICS and other key collaborators

Employees are required to carry out lawful directions outlined above or delegated to them.

Key Selection Criteria

Essential

1. Tertiary degree qualifications in health, public health, health promotion, nursing, social sciences, project management or a related discipline.
2. Clinical knowledge, experience and understanding of lymphoedema treatment and care and cancer survivorship
3. Demonstrated experience managing successful multi-stakeholder projects or programs to deliver quality outcomes or aptitude for such with transferrable skills.
4. Demonstrated knowledge of the Victorian health system including how to work closely with the LMICS team in collaboration with clinicians and other stakeholders to meet agreed outcomes.
5. Exceptional influencing and relationship management skills including the ability to develop and maintain strong collaborative partnerships with individuals, groups and consumers with a lived experience of cancer.

6. Well-developed interpersonal skills, incorporating written and verbal communication, negotiation, facilitation and problem solving.
7. Capacity to plan, prioritise and organise own work and project resources in an environment of change and competing demands.
8. A strong commitment to a customer service model of service delivery and a culture of robust and respectful teamwork

Desirable

9. A good understanding of specialist cancer services and how they operate in Victoria
10. An understanding of skin cancer as a public health issue and the barriers and enablers to address this issue in our region
11. Project Management qualifications or a solid understanding of various methods of project management and key components

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.
- 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.