

Position Description

Position Title	Project Lead
Position Number	30028520
Division	Quality and Risk
Department	Quality and Compliance
Enterprise Agreement	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 -2026 Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2024-2028 Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative Grade 4, Allied Health Grade 2, Registered Nurse Grade 3
Classification Code	Dependent on qualification
Reports to	Director Quality and Compliance
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 • Registration with Professional Regulatory Body or relevant Professional Association • 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

The Position

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

The Project Lead will play a pivotal role in supporting improvement initiatives at Bendigo Health.

Responsibilities and Accountabilities

Key Responsibilities

- Assist with the design, coordination, and delivery of quality improvement projects aligned to strategic priorities, service plans, and compliance requirements
- Support teams in the application of quality improvement methodologies
- Collect, analyse and report on clinical, operational and patient experience data to identify and support action on areas for improvement
- Facilitate staff engagement in quality and safety activities
- Assist in the development and maintenance of quality documentation such as policies, procedures and quality plans
- Prepare clear reports and visualisations to track progress and communicate outcomes
- Collaborate with clinical and non-clinical staff to ensure initiatives are embedded into everyday practice and contribute to a culture of continuous improvement.

Key Selection Criteria

Essential

1. Tertiary qualifications in health, sciences, health informatics, or a related field.
2. Experience in project management, support quality improvement, or health systems evaluation.
3. Strong analytical skills and experience with data interpretation and reporting.
4. Excellent written and verbal communication skills.
5. Ability to engage and collaborate with multidisciplinary teams.
6. Knowledge of hospital-acquired complications and patient safety principles.
7. Ability to be responsible for managing own workload and tasks in a timely manner

Desirable

8. Proven ability to work in a team environment
9. Flexibility to operate in an environment of change and continuous improvement

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.