

Position Description

Position Title	Senior Project Manager
Position Number	30006195
Division	Digital Services
Department	Information Technology Services
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative G6
Classification Code	HS6
Reports to	Director
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

Located in Bendigo and operational reporting to the Director of Information Technology Services, with professional reporting to the Manager – Project Management Office, the Senior Project Manager role will be responsible for leading projects across Loddon Mallee Shared Services guided by the Project Management

Framework. This position is responsible for supporting all project resources to ensure projects and change initiatives are successfully implemented whilst managing schedule, budget, scope, risks, stakeholders, communications, change management, and quality. The role will work closely with Loddon Mallee Shared Services stakeholders and operational teams

Responsibilities and Accountabilities

Key Responsibilities

- Define and manage scope and deliverables in collaboration with the Project Sponsor and key stakeholders to support the successful delivery of the project.
- Lead cross functional teams managing work allocated and removing obstacles to ensure productivity.
- Foster use of good project management practices in accordance with the Project Management Framework.
- Monitor and encourage compliance in utilisation of project tools, documentation and controls within the Digital Services team, and stakeholders.
- Develop and maintain high quality project reporting and 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.
- Coordinate project commercial activities within approved delegation limits, including obtaining quotes, defining statements of works, contractual and procurement matters, raise purchases orders, and processing of invoices.
- Contribute to the effective management and maintenance of vendor relationships throughout the project lifecycle.
- Assist with the development of IT business cases, providing expert advice and guidance to stakeholders within Bendigo Health and Loddon Mallee Shared Services.
- Independently manage and coordinate project activities or work packages and report against progress
- 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.
- Effective tracking of key project milestones, adjusting project plans and or resources to meet deliverables and ensuring that any impacts on time, cost, quality, are considered and managed through the project variation (change process)
- Application and demonstration of knowledge and understanding of the project's impact on people, process, service delivery, and technology within Bendigo Health and LMSS.
- 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 provide by project sponsors and seek timely clarification on any issues to ensure alignment with project objectives.
- Provide support and advice to regional Health Service teams contributing to or impacted by Digital Services projects.
- Collaborate with the project change lead, where assigned, to develop, implement and support change management and communication activities.
- Actively support and contribute to continuous improvement initiatives within project management practices.

Key Selection Criteria

Essential

1. Demonstrated professional experience in project management, up to 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 IT Project Management in a healthcare setting.
10. Bachelor's degree in information technology, business administration, or 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.