

Position Description

Position Title	Project Officer
Position Number	30009047
Division	Office of the CEO
Department	Public Health Unit
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administration Grade 4
Classification Code	HS4 – HS29
Reports to	Regional Project 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

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

Reporting to the Regional Projects Manager, the Project Officer provides operational support for the delivery of priority projects across the Loddon Mallee Public Health Unit. Applying a robust project management approach, the position collaborates with subject matter experts, internal and external stakeholders in the development, implementation, evaluation and reporting of public health projects.

Responsibilities and Accountabilities

The Project Officer is responsible for coordinating resources, maintaining project documentation and implementing and monitoring project plans to ensure deliverables are achieved on time, on budget, to organisational quality standards and within agreed scope.

The role will contribute across the range of LMPHU activities as determined through ongoing business planning and in response to cases, outbreaks, incidents and emergencies.

This exciting role will contribute to delivery of a resilient and sustainable place based public health response.

Key Responsibilities

- Support the prioritisation, planning and delivery of key projects as determined by business planning or in response to cases, outbreaks, incidents and emergencies.
- Lead the development of project plans and coordinate, manage and monitor the implementation processes to achieve project objectives.
- Provide project, operational and technical support, including monitoring and high-quality reporting on project plans, milestones and deliverables, ensuring time, cost and quality indicators are in line with approved project plans.
- Collect, analyse and present data and other evidence that is accessible for staff and stakeholders to support public health planning, prevention and control activity in the Loddon-Mallee.
- Coordinate administration of meetings, action tracking and minutes to ensure plans, milestones and deliverables are on-track.
- Work with business managers and subject matter experts in communicable diseases, clinical public health services, and population and preventive health to support and implement a system approach to business planning, evaluation, reporting and project management within LMPHU.
- Ensure projects are delivered using agreed protocols and in accordance with Bendigo Health policies and procedures and Department of Health funding and policy requirements.
- Keep accurate and complete records of your work activities in accordance with legislative requirements and the LMPHU's records, information security and privacy policies and requirements.
- Undertake other reasonable duties and projects as required to meet the objectives of the LMPHU.

Key Selection Criteria

Essential

1. A tertiary qualification in business, administration, health or related field.
2. Experience in project management, including the delivery of complex and multi-component projects under time constraints and within resourcing parameters.
3. Highly developed organisational skills with the ability to navigate changing priorities ensuring deadlines are met.
4. Well-developed interpersonal skills including the ability to liaise with a diverse range of external and internal stakeholders, including subject matter experts, clinicians, senior managers and Executives.
5. Excellent communication skills (both written and verbal) with proven ability to work collaboratively as part of a team and a keen focus on continuous improvement.
6. Well-rounded logic and problem-solving skills with attention to detail and the ability to work well under pressure.

Desirable

1. Skills, knowledge and experience relevant to public health.
2. Experience in strategic planning with the capacity to entertain wide-ranging possibilities in developing a vision for the future that can be translated into day-to-day activities.

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.