



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Project Manager / Coordinator - Capital Works
<b>DEPARTMENT</b>	Corporate Services
<b>REPORTS TO</b>	Corporate Facilities Manager
<b>DIRECT REPORTS</b>	Nil
<b>AWARD</b>	Victorian Public Sector (Health Professionals, Health and Allied Services, Managers and Administrative Officers) Enterprise Agreement 2021-2025
<b>CLASSIFICATION</b>	Part time/Casual Fixed Term – 18 months Depending on experience
<b>DATE OF CREATION/AMENDMENT</b>	December 2025

### *“Caring for Our Community”*

#### **POSITION OBJECTIVES**

- The role will oversee a number of key capital projects (some with over \$1m budget allocation), ensuring compliance with REDHS obligations under the Asset Management Accountability Framework (AMAF); the mandated framework for managing public assets in Victoria.
- The projects impact many areas of REDHS, so the role requires consultation and engagement with a range of stakeholders to deliver the capital project objectives.
- The incumbent will ensure that REDHS delivers each capital project on time, within agreed budgets and with minimal disruption to services.

#### **RESPONSIBILITIES & PERFORMANCE INDICATORS**

- Plan, implement and manage required capital projects within scope, timeframe and specified budget.
- Provide professional and relevant capital and technical advice and support to REDHS staff and stakeholders for the delivery of capital projects.
- Comply with relevant quality standards, applying sound risk management principals
- Prepare and process required contract and tender documentation relating to construction and assets.
- Identify and analyze problems and develop and recommend solutions
- Manage and report progress against project schedules, milestones, and budget
- Coordinate and have oversight of contractors, contracts and suppliers to ensure agreed outcomes are achieved
- Co-ordinate and monitor the activities of external maintenance contractors ensuring their conduct and practices are in accordance with REDHS Contractor Guidelines and REDHS policies and procedures
- Plan, implement and manage planned action items associated with the Asset Management Accountability Framework (AMAF)
- Ensure that all procurement and payment activity comply with REDHS' policies
- Effectively communicate with stakeholders and respond to requests, issues and concerns in an efficient, effective and timely manner.
- Participate in staff meetings, huddles and forums.
- Promote and support REDHS Fire Safety and Evacuation Procedure; compliance with REDHS Occupational Health and Safety policies and procedures including Manual Handling policies and procedures.
- Model REDHS values in all interactions with REDHS staff, volunteers, residents, contractors and stakeholders

## **QUALIFICATIONS / POSITION REQUIREMENTS**

### **Essential:**

- An appropriate qualification in construction management, project management or demonstrated experience and proven track record relating to either building construction or capital projects.
- Demonstrated ability to work productively and efficiently as part of a multidisciplinary team and seek innovative and practical solutions to problems, issues and conflict in an effective, timely and transparent manner.
- Extensive knowledge of project management practices from concept through to planning, stakeholder consultation, design and construction including tendering, resource allocation, contract management, administration, reporting against business plans and associated financial management targets, commissioning and post implementation review.
- Demonstrated ability to follow a project management framework contributing to the enhancement of required capital planning requirements.
- Current Victorian Driver's License
- Current National Criminal History Check and Working with Children Check

### **Desirable:**

- An understanding of the Asset Management Accountability Framework (AMAF)
- Experience in the health sector

## **KEY SELECTION CRITERIA**

### **Essential:**

- Project Management experience, including contract, financial project management principles, practices and processes
- Risk Management experience including risk and hazard identification, development and implementation of controls to manage project risks from the planning phase to on ground delivery
- High level of verbal and written communication skills for effective communication across all level of stakeholders
- Highly developed time management and work prioritization experience allowing to plan, schedule and manage multiple projects
- Ability to develop, read and interpret plans, specifications and contract documentation
- Ability to work with limited supervision and promote a team environment with relevant stakeholders
- Demonstrated negotiating skills and the ability to handle difficult situations to achieve positive outcomes
- Demonstrated ability to work in an innovative manner to achieve agreed outcomes
- Demonstrated commitment to customer service and continuous improvement

## **OCCUPATIONAL HEALTH, SAFETY & WELLBEING**

Each employee has the right to a safe working environment and they should advise their supervisor of any risk or condition likely to result in accident or injury. Each employee has the responsibility to take reasonable care of his or her own health and safety, to comply with REDHS' Occupational Health and Safety policies and procedures and to participate in appropriate safety education and evaluation activities. To look out for the health and safety of others in the workplace; follow safe work practices; report hazards and injuries; participate in agency health promotion initiatives and support healthy lifestyle choices for staff.

## **HEALTH SERVICE POLICIES AND PROCEDURES**

It is every employee's responsibility to access and have knowledge of the relevant policies and procedures that relate to their employment. All REDHS policies and procedures can be accessed on the intranet site.

## **'THIS IS ME'**

'This is Me' is a philosophical approach to how we provide care to patients and interact with other customers, including colleagues. 'This is Me' is based on the principles of respect, value of the individual, and the need to deliver service in an environment that supports peoples' physical, emotional, social and psychological needs utilising Montosorri actions. 'This is Me' is underpinned by a culture of collaboration and partnership and all staff of REDHS are required to adhere to these principles.

## **RISK MANAGEMENT**

REDHS supports an Organisational philosophy that ensures risk management is an integral part of corporate objectives, plans and management systems. Staff are to be accountable for risk management through organisational, team and individual performance objectives that are within their span of control.

## **PERFORMANCE REVIEW AND DEVELOPMENT**

It is a condition of employment that employees participate in the Performance Review and Development program.

## **QUALITY IMPROVEMENT**

Each employee has a responsibility to participate and commit to ongoing quality improvement activities.

## **EMPLOYMENT PRINCIPLES**

REDHS is committed to the employment principles that reinforce the public sector values. These principles ensure:

- Employment decisions are based on merit and employees are treated fairly and reasonably
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment
- Equal employment opportunity is provided
- Human Rights are upheld in accordance with the Charter of Human Rights and Responsibilities Act 2006

## **VALUES & BEHAVIOURS**

Employees are required to comply with REDHS Values. The way we behave in the workplace and the manner in which we undertake our job is as important as how we perform the tasks for our role. We expect that all employees will embrace the REDHS Values and demonstrate these in their daily work.

<b>R</b>	<b>Reliability</b>	Being trustworthy and performing consistently well
<b>E</b>	<b>Engagement</b>	Working collaboratively with people to address issues and create opportunities to bring about positive change
<b>D</b>	<b>Diversity</b>	Understanding that each individual is unique and respecting our individual differences
<b>H</b>	<b>Hospitality</b>	Receiving and treating all people in a warm, friendly, generous way
<b>S</b>	<b>Sustainability</b>	Meeting our current needs without compromising the ability of future generations to meet their needs

## **ADDITIONAL REQUIREMENTS**

This position description is subject to review and amendment at any time, as appropriate and approved by the relevant Manager.

To ensure a healthy and safe work environment for employees and our clients, smoking is not permitted on hospital grounds, in buildings and offices, or in any vehicle.

All staff are required to provide a current Police Records Check and Working With Children Check prior to commencement.

**ACCEPTANCE OF THE POSITION**

I understand, agree to and accept the role as outlined in accordance with this position description.

Name		Date	
Signature			