

Position Description

Position Title	Project Officer
Position Number	30012996
Division	People and Culture
Department	Workforce Planning & Resourcing
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)Enterprise Agreement 2021-2025
Classification Description	Administrative Grade 3 L1 - L5
Classification Code	HS3 – HS25
Reports to	Project Manager
Management Level	Tier 4 - Shift Managers, Team Leaders & Supervisors
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

Reporting to the Project Manager, the Project Officer provides operational support for the delivery of the Kronos UKG Advanced Scheduling project across Bendigo Health. Applying a robust project management approach, the position collaborates with subject matter experts, internal stakeholders in the development and implementation of Kronos UKG Advanced Scheduling.

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

Responsibilities and Accountabilities

Key Responsibilities

- Support the planning, delivery, and monitoring of the Kronos UKG Advanced Scheduling project in line with agreed objectives, timelines, and budgets
- Assist the Project Manager with day-to-day coordination of project activities and milestones
- Maintain project schedules, action lists, and registers (risks, issues, changes)
- Track project progress and prepare regular status reports for governance forums or senior management
- Complete and coordinate training sessions for stakeholder's including Employee, Shift Managers, Rostering Coordinators, Managers and key stakeholder groups
- Collaboration with key stakeholders' units including Workforce Planning and Resourcing, Payroll Services, Workforce Systems and Analytics to progress project goals and timelines
- Identify opportunities to improve Kronos UKG business processes, system configuration and stakeholder responsibilities
- Work collaboratively as part of a project team
- Manage competing priorities and meet deadlines

Key Selection Criteria

Essential

1. Proven ability to provide high quality office administration within a team environment.
2. Ability to work within a team and with multiple Managers in a friendly and supportive manner
3. Demonstrated ability to prioritise and problem solve whilst working within a fast-paced environment
4. Demonstrated ability to work in a self-directed and independent capacity
5. Demonstrated ability to think strategically and provide effective process strategies that have a positive impact on the organisation with respect to workforce planning and resourcing
6. Advanced computer skills, including use of Microsoft Excel and Outlook

Desirable

7. Certificate III in Business Administration or equivalent desirable but not essential
8. Previous experience working within the health industry and understanding of clinical environment, particularly rostering, ratios and skills mix requirements would be beneficial

9. Experience working with Kronos UKG is highly desirable

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.