

# Position Description

Position Title	Project Manager
Position Number	30025654
Division	Clinical Operations
Department	Cancer Centre
Enterprise Agreement	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021-2025
Classification Description	Administration Grade 5
Classification Code	HS5
Reports to	Strategic Manager, LMICS
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>

## Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee in areas such as Mildura, Echuca, Swan Hill, Kerang, Kyneton, Kyabram and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

## 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

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 Clinical Operations Division**

The Clinical Operations Division encompasses acute and mental health services with a focus on excellent care, every person, every time. We provide a wide range of general medical, surgical and speciality services including oncology, cardiology, renal, emergency, women's and children's, critical care, specialist clinics and mental health services.

Within a state of the art hospital, the team provides high quality services using the latest technologies. Our eleven operating theatres (including 2 endoscopy rooms), critical care, emergency and women's wards all have access to critical services lifts that link to the helipad allowing rapid transfer of patients both in and out of the health service.

Each year our onsite specialist clinics provide almost 95,000 occasions of service, we also see more than 52,000 people in our emergency department and welcome around 1400 babies into the world. The Clinical Operations Division assists with the admission of more than 49,000 patients into the hospital each year.

## **The Loddon Mallee Integrated Cancer Services Team**

The Loddon Mallee Integrated Cancer Service (LMICS) is the cancer service improvement network for the Loddon Mallee region. It is funded by the Department of Health to implement improvements in cancer systems and to support and facilitate improvements in the integration and co-ordination of cancer services. There are nine ICS in Victoria, including LMICS. Bendigo Health is the host organisation for LMICS.

The objectives of LMICS are: adopt a region wide approach to cancer care, reduce unwanted variation in cancer care, improving access to cancer care, improving support for cancer survivors and engaging consumers of cancer care services.

## **The Position**

LMICS membership incorporates 24 public and private health services across the region. The purpose of this role is to support these services to implement the Victorian Cancer Plan, Victorian Integrated Cancer Services Implementation Plan and LMICS Business Plan. Project Manager's do this by developing, supporting and evaluating projects and disseminating information and advice to the services. In addition, LMICS staff contribute to a range of "business as usual" cancer quality improvement activities locally and statewide.

## **Responsibilities and Accountabilities**

### **Key Responsibilities**

The LMICS Project Manager –will be responsible for supporting the various LMICS members and the projects that arise from these services. The role will:

1. Cultivate excellent working relationships with senior clinical leaders and cancer stakeholders across the region in a way that can inspire collective quality improvement action without formal authority.
2. Work within LMICS "key member relationship model" with services to develop, support and evaluate projects that meet their internal priorities in line with LMICS Operational and Business Plans.
3. Act as resource to the services by providing information and advice about how their work overlaps and/or integrates with the local, regional and statewide planning / new initiatives and opportunities that relate to cancer.
4. Establish and facilitate greater communication links between LMICS and the member services.
5. Participate in a range of "business as usual" activities within LMICS Business Plan at a local and statewide level as part of the Victorian Integrated Cancer Services (VICS)
6. This role will also provide key input to a two year region wide population health skin cancer project that is being delivered by LMICS and other key collaborators

Employees are required to carry out lawful directions outlined above or delegated to them.

## Generic Responsibilities

**Code of Conduct** - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

**Compliance with policies and procedures** - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

**Occupational Health and Safety** - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

**Infection Control** - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

**Confidentiality** - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

**Quality Improvement** - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

**Diversity** – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

## Key Selection Criteria

### Essential

1. Tertiary degree qualifications in health, public health, health promotion, nursing, social sciences, project management or a related discipline.
2. Demonstrated experience of at least three years managing successful multi-stakeholder projects or programs to deliver quality outcomes or aptitude for such with transferrable skills.
3. Demonstrated knowledge of the Victorian health system including how to work closely with the LMICS team in collaboration with clinicians and other stakeholders to meet agreed outcomes.
4. Exceptional influencing and relationship management skills including the ability to develop and maintain strong collaborative partnerships with individuals, groups and consumers with a lived experience of cancer.
5. Well-developed interpersonal skills, incorporating written and verbal communication, negotiation, facilitation and problem solving.
6. Capacity to plan, prioritise and organise own work and project resources in an environment of change and competing demands.
7. A strong commitment to a customer service model of service delivery and a culture of robust and respectful teamwork

### Desirable

8. A good understanding of specialist cancer services and how they operate in Victoria
9. An understanding of skin cancer as a public health issue and the barriers and enablers to address this issue in our region
10. Project Management qualifications or a solid understanding of various methods of project management and key components

## Mandatory Requirements

**National Police Record Check** A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

**Immunisation** As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

**Drivers Licence** A current Victorian driver's licence is required for this position.

*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.*