	Position Description **Portfolio Lead – Information Technology**
HealthShare Victoria (logo)	

Reports to	Chief Information Officer
Direct reports	N/A
Indirect Reports	IT resource pool including Analysts, functional resources, project coordinators, external resources
Band classification	6
Date approved	February 2024

1. HealthShare Victoria

HSV was established on 1 January 2021 as a commercially oriented independent provider of supply chain, procurement and corporate shared services to Victoria's public health sector.

HSV's purpose is to partner with Victoria's public health services and suppliers to support better value for the public health sector and better outcomes for their patients.

Our focus is on the end-to-end supply chain needs of health services, including operating the State Supply Chain, to ensure Victoria's public health services have access to goods that may be in higher demand or difficult to access. Under the Health Services Act 1988 (Vic), we administer compliance-related functions, and work with health services to assist them in meeting compliance and probity obligations.

As a customer-focused service organisation, we concentrate on providing services that our public health service customers can rely on, and our work supports our health service customers in delivering safe, high-quality and sustainable healthcare for all Victorians.

2. Position summary

Forming a vital role within the Information Technology Division, the Portfolio Lead will take on coordination and management of IT efforts across multiple projects within HSV. A key to success will be the ability to balance prioritisation and functional needs of the business with available resources to deliver the required operational commencement and outcome within agreed timeframes.

The portfolio lead will work closely with the CIO and GM Solutions Delivery to understand resource requirements and existing workloads, tracking utilisation and order of precedence for required tasks, while also acting as a key point of contact for the business.

Also working with GM Transformation, Project Directors, and other key stakeholders, success in this role will be achieved through delivery of projects on time and on budget.

3. Specific duties and accountabilities

3.1 Role/team description

a. Accountable for delivery of the portfolio of work, including leading and coordinating disparate projects and workstream for IT resources across the HSV business.

b. Work closely with key stakeholders to ensure the desired outcomes are achieved and by extension, the desired benefits are delivered.

c. Managing the scope of the project within the Portfolio to ensure all agreed outcomes are correctly planned for, resourced and executed in a safe and optimal manner.

d. Determine and schedule appropriate meeting cadences with relevant work streams and stakeholders, ensuring forums have (at a minimum) an agenda with roles and responsibilities clearly defined.

e. Coordinate the development and delivery of project plans, communications and change plans, key deliverables, budgets and other project artifacts and outputs as required using the standard HSV templates; constantly reviewing the project plan, staffing, responsibilities, budget and schedule.

f. Actively coordinate vendor and contract management activities associated with vendors that are engaged as part of the Projects within your portfolio, ensuring HSV internal support functions are engaged and aware of requirements and activities to support the project deliverables. (e.g. IT implementation partners, professional services, etc).

g. Deliver project related artifacts on time with a strong awareness of accuracy and aesthetic considerations (and the value associated with this), aligned to HSV standards best practice.

h. Report portfolio progress status to relevant stakeholders (including, for the avoidance of doubt, project team members) to ensure timely awareness of progress, actions, issues and decisions.

i. Identification and management of all portfolio risks by ensuring an effective risk management plan is in place including risk triggers and treatments.

j. Ensure all communication (oral and written) around the portfolio (reports, briefings, steering committees, financials etc.) are completed to support the successful delivery of the project.

k. Work closely with the CIO and General Manager of Solutions Deliver and other IT team members to ensure coordination and alignment in the project management approach, and satisfaction of project management governance requirements.

l. Development of business cases for IT projects, or assisting in the development of related projects as well as writing or contributing to various artefacts as required for projects within the portfolio.

3.2 Management

a. Contribute to the HSV team through participation in formal meetings and other activities as required.

b. Ensure compliance with policies and procedures, including the Delegations of Authority instrument.

c. Support and develop open and transparent lines of communication with stakeholders across the organisation including via individual and divisional meetings, email and other regular interpersonal communication.

d. Identify relevant opportunities and make recommendations for HSV to improve its processes, workplace health and safety, and quality and service delivery outcomes.

3.3 Leadership

a. Foster a workplace culture that is consistent with HSV's organisational culture emphasising organisational values.

b. Maintain strong lines of communication with key HSV stakeholders to ensure the smooth operation of the organisation.

c. Support organisational change and growth to assist HSV in fulfilling its legislative functions in line with its Strategic Plan.

3.4 BeSafe

a. Support the implementation of the BeSafe strategy to improve safety culture and outcomes across the business.

b. Maintain an active participation in all aspects of supply chain safety, compliance, regulation, and innovation to ensure HSV is kept informed of new and emerging risks and risk control solutions and prepared and proactive with regards to incident, injury, and hazard mitigation.

c. Support the development of risk assessments and management of safety across HSV

d. Help coordinate BeSafe activities, forums, and training to help create a robust safety culture at HSV.

e. Actively engage with team members to communicate, educate, and facilitate awareness of risks and to mitigate adverse incidents and achieve positive safety outcomes.

f. Promote Health and Wellbeing Committee (HAWC) initiatives across portfolio.

g. Take reasonable care for your own safety and act in a safe manner to reduce risk to others.

h. Work in accordance and cooperate with HSV BeSafe policies, procedures, and safe work practices. Attend any BeSafe activities, forums, and training to help create a robust safety culture at HSV.

i. Report hazards, incidents, and injuries in a timely manner, and alert your manager or OHS/BeSafe committee member to any unsafe practice. Take part in actions to eliminate hazards.

j. Take affirmative action to ensure your own safety such as wearing the required personal protective equipment, follow organisation COVID procedures, adhere to cleanliness requirements and take part in any required attestations.

k. Seek information and advice, when necessary, when carrying out any new or unfamiliar work. Do not undertake work outside your skill set, knowledge, or licence.

3.5 HSV values and cross functional collaboration

a. Establish and maintain strong working relationships with key individuals and groups across HSV's stakeholder organisations, both internal and external, and develop and apply appropriate engagement and consultation strategies in line with HSV's values.

b. Represent HSV in appropriate forums to strengthen relationships and improve mutual understanding.

c. Place a priority on effectively working with stakeholders from other divisions within the organisation for mutual benefit by seeking and incorporating feedback that will benefit organisational objectives.

d. Develop skill levels of team members to ensure that functional requirements of Finance Systems can be met internally within the Finance Systems team and to ensure absences/employee departures can be appropriately covered.

e. Value the contribution of our internal and external stakeholders and contribute beyond our own tasks to achieve organisational goals and demonstrate this in goal setting.

f. Uphold HSV values:

   i. Customer-centric; We work with our customer and put them at the centre of our decision making.

   ii. Solutions-focused; We work together to find the best operational and commercial outcomes.

   iii. Accountable; We do what we say we will do.

   iv. Respectful; We treat people the way we would like to be treated and work together in a safe, kind and honest way.

   v. Open; We welcome new ideas and change as we continue to learn and grow.

3.6 Data security

a. Comply with HSV data management policies and procedures, and report breaches and/or vulnerabilities to the Head of Financial Planning and Analysis or the IT Service Management team.

3.7 Other duties

a. While the principal duties of this position are as above, the Portfolio Lead – Information Technology may be required to undertake other duties from time to time.

4. Qualifications and Experience Required

4.1 Academic

a. Education to degree level, with qualifications and certifications relevant to project management.

b. Change Management Accreditation, PROSCI (preferred).

c. Accreditation from PMI (PMP) or AIPM (CPM or CPPD) or equivalent (preferred).

4.2 Experience

a. Demonstrated success as a Program manager or Portfolio Lead; specific experience in the operationalisation of logistics (operations) projects, including related systems, is desirable.

b. Demonstrated success in taking responsibility for and delivering complex projects already in flight.

c. Excellent understanding and demonstrated experience in best practice Waterfall project management including scope, time, cost, quality, people, communications, cost, risk, procurement, integration, and benefits management.

d. Demonstrated stakeholder management expertise at an executive level.

e. Demonstrated strength in building and maintaining effective working relationships within both Project teams and related business unit teams.

f. Demonstrated strength in influencing skills where outcomes depend on contributions outside direct control.

g. Demonstrated experience in working with stakeholders and Project team members without material experience in contributing to formally managed projects and thus not naturally ascribing value to formal project management activities nor the collaboration requirements for success in formally managed project activities.

h. Demonstrated ability to manage all aspects of the project, including providing overall guidance and direction to the project and overseeing financial management activities.

i. Demonstrated ability to negotiate and manage conflict.

4.3 Personal

a. Ability to document and communicate the status of the project against plans, taking corrective action as necessary and having the courage to call out risks to deliverables early.

b. Ability to identify, clarify, manage and resolve risks and issues, escalating them as needed.

c. Strong awareness of accuracy and aesthetic considerations as they pertain to project artifacts and outputs, reflecting best practice (i.e. aligned to standards achieved by Tier 1 management consultancies).

d. Ability to apply intellect and simplify the complex to communicate complex ideas simply and succinctly.

e. Ability to think strategically, laterally and work autonomously.

f. Detail oriented, data driven and intellectually curious.

g. Adaptability and flexibility to respond to deadlines and time critical tasks and respond effectively to variable work demands including a willingness to work outside of normal business hours when required.

h.   Demonstrated goal and deadline orientation.

4.4 Location(s) for Work

a.   Primary:

   i.   Casselden, 34/2 Lonsdale Street, Melbourne VIC 3000; and

b.   As relevant the role may be required to "work from home" from time to time.