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| Reports to | Head of Project Delivery |
| Direct reports | Nil |
| Band classification | Band 5, HealthShare Victoria Enterprise Agreement 2023 |
| Date approved | January 2025 |

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

As a transformation platform for the Victorian public health sector, HSV is focused on identifying and delivering value creation in its portfolio of businesses - logistics, procurement and surety businesses supporting Victorian Public Health Services. Whether it be driving economies of scale, consolidation of like businesses, operational intervention and optimisation, or digitisation of previously manual activities, value creation is HSV's DNA.

- 2.1 This role will be positioned within the Transformation business area, which serves as the central hub for the ePMO. The role of the ePMO is:
- Managing the Project portfolio of work across HSV from idea to benefits realisation.
 - The home for the Project managers, Project Coordinators, Business analysts, and Change specialists assigned to different initiatives across HSV.
 - The assurance and reporting on the portfolio and projects within.
 - The uplifting of project delivery, Change management and business analysis across HSV.

The Project Manager role will be responsible for:

- 2.2 Overseeing one or more Projects on a day-to-day basis, bringing together all streams of work into an aligned project, and delivering a holistic solution for HealthShare Victoria.
- 2.3 The Project Manager is expected to deliver projects aligned with best practices in project delivery and change management (including project and change management artifact development and communication) through a focus on stakeholder management, planning, scheduling, budgeting, resourcing, risk identification and mitigation, monitoring and reporting the status of Project specific activities.

3. Specific duties and accountabilities

3.1 Role/team description

- Oversee the development and management of project plans, communications and change plans, key deliverables, budgets and other project artifacts and outputs as required. Constantly reviewing the project plan, staffing, responsibilities, budget and schedule.
- Plan, manage, and deliver small—to medium projects, ensuring delivery on time, on budget, within scope, and at a level of acceptable risk. The project manager may will be required to manage one or more projects running concurrently, depending on size and workload capacity.
- Work collaboratively across the HSV business and with external stakeholders to achieve the desired project outcome and in turn the broader aspirations of HSV.
- Deliver end to end projects in alignment with the ePMO methodology, governance and tools.
- Work closely with other Transformation team members to ensure coordination and alignment in approach, and the bringing to bear of relevant resources in a way that aligns with business expectations and best practice generally (re continuous improvement and change management).
- Report project status to relevant stakeholders and relevant governance forums as required.

- g. Prepare various project status reports as required; Steering Committee reports, Minister reports, Project team reports etc.
- h. Actively manage a complete Project Lifecycle from Concept through Initiation, Execution, Closure and Benefits Realisation.
- i. Work collaboratively with other team members and provide professional support to team members as required.
- j. Anticipate and effectively manage issues and risks and actively drive to mitigate those (with a solutions orientation mindset), maintaining key controls and ensuring delivery and delivery risks are consistent with HSV's risk appetite.
- k. Identify appropriate personnel for involvement in project activities; define project team member roles and expectations and ensure timely feedback; ensure that project resources receive any necessary training and are used effectively.
- l. Lead and guide project team members (both direct and indirect, in-house and external) in a way that drives engagement, encourages high performance and continuous improvement, is aligned to HSV's values, and achieves the desired transformation outcome.
- m. Actively manage vendor and contract management activities associated with vendors that are engaged as part of the allocated Project (e.g. professional services / consultants)
- n. Deliver project related artifacts aligned to the HSV playbook and with strong awareness of accuracy and aesthetic considerations (and the value associated with this).

3.2 Be Safe

- 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.

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 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.

3.5 Data security

- a. Comply with HSV data management policies and procedures, and report breaches and/or vulnerabilities to your manager or the IT Service Management team.

3.6 Other duties

- a. While the principal duties of this position are as above, the Project Manager may be required to undertake other duties from time to time. Qualifications and Experience Required

3.7 Academic

- a. Bachelor's degree in information systems or similar.
- b. PMP or PRINCE2 Project Management certification

3.8 Experience

- a. 5-7 + years' experience in end-to-end Project Management and business system implementations.
- b. Extensive expertise in system implementation and process improvements of Small /Medium ERP systems including Logistics, Supply Chain, Purchasing Sales and Financial modules.
- c. Experience in managing end to end business systems implementation including but not limited to: Initiation, Planning, Design, Build, Test and Deploy and Transition to BAU.
- d. Extensive project management experience with developing & leading multiple project teams. Experience in managing Waterfall, Agile and Hybrid projects.
- e. Demonstrated success in taking responsibility for and delivering complex projects already in flight, integrated with multiple enterprise systems.
- f. Experience in managing cross functional delivery teams including business SMEs, change management, BAs, Testers, technical and functional resources.
- g. Demonstrated expertise in both team leadership and organisational leadership and delivering projects through others.
- h. Demonstrated expertise with both large and small Greenfield and Brownfield project delivery.

3.9 Personal

- a. Exceptional skills in leadership, coaching, analytical problem solving and strong business acumen.
- b. Demonstrated expertise in understanding of project management methodologies and feel comfortable leading project, program and portfolio reviews.
- c. Track record of success in the rigorous planning, execution and timely delivery of enterprise level projects and programs
- d. Demonstrated goal and deadline orientation.
- e. Demonstrated experience in solving complex problems in business operations and processes.
- f. Proven innovation & opportunity identification translated to tangible initiatives and successful value capture.
- g. Demonstrated experience in building relationships and then negotiating, influencing, and managing change in a matrix environment.
- h. Proven ability to operate, and influence at senior levels.

3.10 Location(s) for Work

- a. Primary:
 - i. 50 Lonsdale Street, Melbourne Victoria
- b. Secondary:
 - i. Distribution Centre: Foxley Court Derrimut, Victoria
 - ii. Distribution Centre: Ordish Road, Dandenong South, Victoria
- c. As relevant the role may be required to "work from home" from time to time.