

## POSITION DESCRIPTION

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| <b>Position:</b>            | Redevelopment Project Coordinator  |
| <b>Directorate:</b>         | Executive Director – Finance and Corporate Service   |
| <b>Division:</b>            | Corporate Services   |
| <b>Business Unit:</b>       | Projects   |
| <b>Enterprise Agreement</b> | VICTORIAN PUBLIC HEALTH SECTOR (HEALTH & ALLIED SERVICES, MANAGERS & ADMINISTRATIVE WORKERS) SINGLE ENTERPRISE AGREEMENT 2016-2020 |
| <b>Reports to:</b>          | Executive Director – Finance and Corporate Services  |

### MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. MBPH is a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement.

MBPH provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

MBPH is proud to be affiliated with Monash and La Trobe Universities for the provision of undergraduate and postgraduate Medical, Nursing and Allied Health education. Affiliations also exist with other universities for clinical placement and training.

### VISION

Mildura Base Public Hospital – providing exceptional care.

### PURPOSE

To improve outcomes for our tri-state communities, by creating partnerships, leading a culture and building our team to deliver sustainable services.

### VALUES AND BEHAVIOURS

All employees of the Mildura Base Public Hospital are required to uphold the values of our organisation, for more information on our values please refer to page 5 of this document.

### POSITION SUMMARY

Redevelopment Project Coordinator is responsible for assisting with the planning and implementation of MBPH's capital redevelopment program.

The position will be co-ordinate and monitor the required project planning phases of MBPH's capital redevelopment program. A key part of this role is ensuring the appropriate project environment exists to effectively manage planning priorities, risks and associated issues. This position will also ensure proactive intervention and decision-making to ensure the project stays within expected and critical milestones and to budget.

The Redevelopment Project Coordinator will develop and maintain a strong communications framework and coordinate the functioning of local user groups, including identifying and involving the right staff (clinicians/medical workforce etc) with the right skills to become members of these user groups. Each of these user groups will be responsible for the timely delivery and quality of all aspects of their planned deliverables as defined by the project plan.

## KEY RESPONSIBILITIES AND DUTIES

- Assist in the project planning phases required to progress MBPH's capital redevelopment program (master planning, model of care, functional briefs, feasibility studies and cost plans)
- Co-ordinate the requirements of the above reports through to the MBPH Capital Project Control Group
- Develop, implement and monitor project plans and timelines, including communication and change management activities using project management methodologies and tools
- Effectively identify, review and mitigate issues and risks throughout the project plan
- Develop and maintain strong internal and external stakeholder relationships, including with the DoH capital team and building authority
- Assist in the efficient and effective utilisation of the project's resources including maximising the resource base available to support the effective delivery of the project in a timely, secure, reliable, efficient, and effective manner.
- Develop and deliver progress status reports and proposals for project sponsor(s) and to the MBPH Capital Project Control Group, including implementing and reporting against the projects Key Performance Indicators
- Coordination and chairing of user group meetings and workshops (as required) to progress the initial master planning and design phases as applicable and provide feedback to the consultant team from the stakeholders as required
- Development and dissemination of meeting documentation to support the functioning of the project control group, user groups and other workgroups
- Provide expert advice to MBPH Executive on Master Plan and Feasibility Study process, principles, including expert input into the layout of clinical areas and functional relationships
- Involvement in review and assessment of all current and future clinical and non- clinical FFE, including condition assessments and identifying assets as required for disposable
- Co-ordination of any site visits required with principal consultants and building services engineers to ensure delivery of current best practice healthcare facility design
- Ensure appropriate clinical input to targeted opportunities for development of new or alternative models of care to ensure best practice facility design is complemented by new, contemporary models of care that deliver high quality health outcomes and improve the patient experience at MBPH

## GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group'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. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital 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) in alignment with the MBPH Clinical Governance Framework. All employees are responsible for contributing to safe, effective, accountable and person-centred care by:

- Proactively identifying and reporting risks to minimise and mitigate them
- Operating within their scope of practice and seeking help when needed

Ensuring patient and consumer safety and quality of care is your highest priority.

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

## **KEY SELECTION CRITERIA**

- Tertiary qualifications in project management or similar
- Background in nursing, health sciences or similar is desired.
- Previous experience managing capital redevelopment projects are highly desirable.

### **Personal Qualities, Knowledge and Skills**

- Demonstrated achievement at senior level in delivering high quality health services, achieving KPI's and meeting budget targets
- A proven history of leadership in a healthcare organisation
- Strong understating of change management, including developing models of care
- Experience in a complex health environment with clinical experience/ sound knowledge of clinical service delivery across different care settings (eg ED, theatre)
- Knowledge of the day to day functioning of a health care service and the functional relationships (patient flows etc) associated with this
- Project management experience, including knowledge of establishing and managing project documentation
- High level written and oral communication skills
- Demonstrated capacity to motivate and engage with a diverse stakeholder group.
- Ideally, past experience interpreting drawings, floorplans, elevations etc

## **MANDATORY REQUIREMENTS**

### **National Police Record Check**

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

### **Working with Children Check:**

Mildura Base Public Hospital has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Mildura Base Public Hospital. As such you must maintain a valid working with children check. In addition you will be required to assist Mildura Base Public Hospital in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

### **Immunisation Requirements**

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing

employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

**Drivers Licence**

A current Victorian driver's licence is required for this position

*All Mildura Base Public Hospital 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 Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.*



## Happy WE ARE POSITIVE

### As an organisation

We aspire to be happy in all our dealings with people. Everyday we strive to be the best version of ourselves, and we seek to continuously improve our organisation, ourselves and each other through personal and professional growth. We believe that happy people do their best work. We know that joy in our journey is invaluable to a sustainable and lasting success.

### Individually

- Use positive language in interactions with staff, patients and community
- Honour the work we do and choose candour, respect and kindness everyday
- Focus on the positive aspects of a situation, what is going well and what can be learned
- Share in moments of joy
- Welcome others to MBPH
- Bring an energy to work that is infectious to others
- Provide growth opportunities and effective feedback to staff to ensure they are supported to achieve their best



## Empathetic WE ARE CARING

### As an organisation

We put our patients first, and we listen and deal with their needs. We are compassionate people who make MBPH a place for healing, growth and success for patients, their families and our staff.

### Individually

- Make time to actively listen and understand one another
- Walk in others' shoes
- Consider an individual person's needs when making decisions and recommendations
- Treat others how I would like to be treated
- Recognise and support one another
- Make decisions based on patient's needs and in consultation with others involved in care



## Accountable WE ARE COMMITTED

### As an organisation

We take ownership of the actions and decisions made. We do the right thing in all our interactions. We reward based on great outcomes, and we are transparent in both our successes and failures. We use good judgement and everyday we make our patients' journey better.

### Individually

- Be courageous in challenging the process to get a better result
- Ensure the project is clear on roles, responsibilities and timeframes
- Be engaged throughout
- Keep a 'whole of life' picture
- Comply with Code of Conduct; company policies and procedures; industry standards and legislation
- Be responsible for monitoring the right way to do things.



## Respectful WE ARE OPEN TO OTHERS

### As an organisation

We build effective relationships and emphasise the importance of diversity and inclusion in our workplace. We recognise and value the views and the experiences our staff and patients bring to our organisation.

### Individually

- Show pride in our roles and our workplace
- Recognise and understanding the influence of a person's situation, background and beliefs and how they can be shown due respect
- Include all backgrounds – gender/ age/sex/abilities/race/religion/sexual orientation/culture
- Be aware of assumptions and biases when making decisions
- Take care of and sustain our workplace, equipment and environment
- Embrace awareness for other perspectives and experiences



## Team-based WE ARE ONE TEAM

### As an organisation

We do our best work when we collaborate within and across teams. Everyday we strive to be our best selves. We know that individual differences can strengthen teams and we trust and respect each others' contribution. We make sure we have the right people in the right jobs with the right tools, resources and equipment. And we know, no single person is bigger than the team.

### Individually

- Acknowledge contributions of team members
- Seek to understand the bigger picture, collaborate with others openly and honestly
- Lend a hand, always
- Encourage connections with relevant internal and external stakeholders to meet patients' needs
- Collaborate and share knowledge within and across teams
- Connect with exceptional industry leaders to build capabilities
- Recognise and foster talents in others

## LANGUAGE WE USE

"I choose..."  
"I care..."  
"I prefer..."  
"I will..."  
"I can..."  
"Is there a better way to do this?"  
"Can we explore that more so I can understand it better?"  
"We will...us...we can..."

## LANGUAGE WE DON'T USE

"I have to..."  
"I must..."  
"If only..."  
"Ah well, that is because of XYZ..."  
"Our processes do not let us do it!"  
"Things have always been done this way"  
"Them and us"

## THINGS WE DON'T DO

- Negativity, sledging, rumours or gossip
- Unprofessional, inconsistent or showing lack pride in our work
- See only problems, block progress
- Wait for others to do the work
- Do nothing
- Find fault, see obstacles
- Victim mentality
- Lack of understanding for others' needs
- Emphasis on status, hierarchy, egos
- Ignore, disregard and show lack of appreciation for a person's situation, background and experience when making decisions and reacting to situations
- We will not waste others' time or keep people waiting
- Dismiss the efforts of others to achieve an outcome

