

Position Description

Position title	Senior Project Manager (Full time - Fixed Term)
Department / Division	CFO/ Corporate services
Classification	AO81 – AO85
Position reports to	Director Infrastructure
No. of direct & indirect reports	N/A
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	Category C - works in a non-clinical setting, non-patient facing setting and only attends clinical areas infrequently

The Royal Children's Hospital
<p>The Royal Children's Hospital's (RCH) vision is A world where all kids thrive.</p> <p>RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.</p> <p>RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria. Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.</p> <p>We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards https://www.rch.org.au/quality/child-safety/</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at www.rch.org.au</p>

ROLE CONTEXT
<p>The position is a senior role in the Infrastructure team and represents the team at various forums. This role is required to work closely with both internal and external stakeholders to achieve consensus and buy in to ensure smooth delivery of projects and related outcomes. The position works under broad direction, working with a degree of autonomy.</p> <p>This role also works closely with our Campus Partners – University of Melbourne (UoM), Murdoch Children's Research Institute (MCRI), CHP, RCH Foundation, Retailers , External Reporting/ Compliance Agencies, Victorian Health Building Authority, Health Share Victoria / Department of Health HSV/DH, Sustainability Victoria, Suppliers, etc.</p>
ROLE PURPOSE
<p>The position is primarily focused on representing the hospital and collaborating with our partners on delivering the RCH Emergency Department expansion space. The project will involve supporting the delivery for an additional 20 points of care within the Emergency Department, whilst ensuring impact on the operations of the Emergency Department is minimised.</p> <p>The role will be responsible for leading and developing a multi-disciplinary team, focussed on high performance, accountability and project excellence. The role will organise and manage allocated projects including day-to-day operational aspects. This includes managing project teams and resource needs based on project requirements and the allocation of internal and external resources.</p>
KEY ACCOUNTABILITIES
<p>Project Representation</p> <ul style="list-style-type: none"> • Represent RCH at all project meetings to ensure that RCH operational requirements are well understood by the contracting parties, • Report immediately to the responsible RCH Executive if project activities are likely to have a major and unexpected impact on hospital operations, • Manage in a timely manner to Requests For Information and provide accurate information that is consistent with the Functional Brief and contemporary RCH practice, • Develop and manage an effective structure of RCH users who can provide in a timely manner accurate responses to 'Requests For Information' on project related matters, • Manage all project related risks systematically to ensure project risks and issues affecting the hospital are correctly identified and proactively resolved, • Collaborate with the RCH Infection Prevention and Control and Workplace Health and Safety Departments to ensure that any changes meet requirements, • Collaborate with the Director of the Emergency Department and actively manage all clinical and operational risks impacting the function of that department as a result of the project, • Manage all project related communication, working with the dedicated infrastructure communications manager, ensure effective communications about the project to the campus community and external stake holders, • Ensure hospital departments or services who will be impacted by works are appropriately informed and develop and manage any required decanting or other processes necessary to ensure ongoing operations, • In conjunction with the responsible Executives and Directors develop and manage the commissioning plan and oversee the process up to the point of operation, • Manage the day to day communications between the construction team and the Emergency Department and issues are managed effectively and efficiently, • Work in collaboration with multidisciplinary teams, • Provide reports to hospital committees and Executive as requested.

Stakeholder engagement

- This role represents the Infrastructure team in negotiating with contractors as well as resolving complex issues through a process of consultation and negotiation with key stakeholders including campus partners.
- Manage various user groups and stakeholders both internal and external. Where there are conflicting priorities make sure a general consensus is achieved to progress works,
- Actively liaise with Project Co, RCH departments, Downer, principal builder and the principal architect and provide ongoing feedback to the Director of Infrastructure,
- Maintain professional relationships with all project participants,
- Address and resolve any staff/visitor complaints arising from the works,
- Proactively communicate with the wider hospital community on key milestones of the projects & possible interruptions,
- Proactively manage unplanned interruptions to services during construction,
- Ensure timely and relevant reporting to internal stakeholders and external regulatory bodies,
- Identifies issues in common for one or more stakeholders and uses to build mutually beneficial partnerships; identifies and responds to stakeholder's underlying needs; uses understanding of the stakeholders' organisational context to ensure outcomes are achieved; find innovative solutions to resolve stakeholder issues.

Project Management

- Manage and control the development of technical briefs, ensuring quality standards and targets, quality assurance and quality control processes have been met and that appropriate management plans are established, including the coordination of user group processes,
- Lead stakeholder liaison and engagement with external agencies successfully advances the implementation of RCH's capital plan and maximise outcomes,
- Defining project scope and deliverables that support RCH goals in collaboration with project sponsors across the campus,
- Manage the tracking and reporting of key project milestones and multiple streams of work, adjust project plans and/or resources to meet project deliverables,
- Communicate and report project activities, timelines, impacts and implications to project team members, stakeholders and staff through appropriate governance forums,
- Make environmental sustainability & energy management a key consideration in all capital & infrastructure projects and facilities management services,
- Create an environment of continuous improvement,
- Manage and co-ordinate the consultative processes to improve health and safety,
- Observe safe working practices and as far as you are able, protect your own and others' health and safety.

General

- Lead project related meetings with relevant stakeholders to enhance the working relationships with those under the PPP (Public Private Partnership) contract,
- Provide advice, guidance and support and ensure compliance with policy and procedures,
- Keep accurate and complete records of your work activities in accordance with legislative requirements and the department's records, information security and privacy policies and requirements,
- Undertake other works as requested by the Director and/or Manager Facilities & Project Management,
- Manage compliance and improvements against the key elements of quality and safety,
- Manage ongoing relationships with End Users, ICT, PPP, Facilities, and the Procurement Team in the delivery of Furniture, Fixtures and Equipment lists and specifications.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Tertiary qualification in architecture, building, engineering or extensive (seven years plus) experience as Infrastructure/ Construction project manager,
- Project Management experience with complex building projects and operating environments,
- Experience in management of user groups and stakeholder management,
- Excellent verbal communication and interpersonal skills with the ability to interact with and influence a variety of stakeholders to achieve mutual understanding and agreed outcomes,
- Strong knowledge in MS 365 Suite and PM Tools,
- Proven ability to organise and prioritise tasks with a strong attention to detail.

Desirable:

- Experience in coordinating project requirements of a high-risk asset
- Project Management Professional (PMP) Certification or similar
- Project management experience in a hospital setting
- Experience in large scale projects in a live setting.
- Experience with Victorian Public Private Partnership (PPP) contractual framework
- An understanding of the healthcare sector
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KEY SELECTION CRITERIA

- Demonstrated management and leadership skills, including the ability to manage and lead projects and initiatives,
- Experience in design development and the ability to read plans (architectural, engineering services),
- Several years' experience working in a design management or Project Management role as part of a large-scale health facility (or similar) infrastructure project, which will have included:
 - The preparation and implementation of Design Review Plans
 - Managing the design review process to ensure the contractual time frames were met and that the designs submissions complied with the requirements of the contract documents
 - Coordinating the review of design submission and distributing to specialist reviewers where required
 - Providing technical advice on design and contractual issues.
- Excellent organisational and planning skills with the ability to priorities workload and competing demands and conflicting priorities,
- Experience in the management, planning, design, delivery of capital projects and building works in a hospital and/or research facility,
- Ability to proactively resolve problems and facilitate positive outcomes,
- Ability to perform all duties with high degree of accuracy and confidentiality,
- Excellent interpersonal communication and people management skills,
- Demonstrated experience with implementing organisational-wide change initiatives, including transformation of work practices and service delivery models.

OTHER REQUIREMENTS	
<ul style="list-style-type: none"> Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment Employees are required to maintain a valid Working with Children Check throughout their employment A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable) Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure. 	
IMPORTANT INFORMATION	
<p>All employees are required to adhere to the Royal Children's Hospital Values:</p> <ul style="list-style-type: none"> Curious - We are creative, playful and collaborative Courageous - We pursue our goals with determination, ambition and confidence Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together Kind - We are generous, warm and understanding. <p>RCH COMPACT</p> <p>All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.</p> <ul style="list-style-type: none"> We do better work caring for children and families when we also care for each other I bring a positive attitude to work – I share, I laugh, I enjoy other's company I take responsibility for my behaviour and its impact on others I am curious and seek out ways to constantly learn and improve I celebrate the good stuff, the small stuff, the big stuff – it all matters I speak up when things aren't right I value the many different roles it takes to deliver great patient care I actively listen because I want to understand others and make better decisions I am inclusive and value diversity When it comes to teamwork, I don't hold back – I'm all in <p>QUALITY, SAFETY AND IMPROVEMENT</p> <p>RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:</p> <ul style="list-style-type: none"> Acting in accordance and complying with all relevant Safety and Quality policies and procedures Identifying risks, reporting and being actively involved in risk mitigation strategies Participating in and actively contributing to quality improvement programs Complying with the requirements of the National Safety & Quality Health Service Standards Complying with all relevant clinical and/or competency standards Complying with the principles of Patient and Family Centred Care that relate to this position <p>The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.</p>	
Position description last updated	November 2025