

Position Description

Position title	Senior Project Officer - Paediatric Sepsis Pathway
Department / Division	Victorian Paediatric Clinical Network (VPCN) / Strategy, Planning and Performance
Classification	Grade 7 Year 1 – Grade 7 Year 5 (AO71-AO75)
Position reports to	Victorian Paediatric Clinical Network (VPCN) Manager
No. of direct & indirect reports	N/A
Location	Hybrid - The Royal Children's Hospital, Flemington Road, Parkville / Working from home
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 Victorian Paediatric Clinical Network (VPCN) is a partnership between health services from across Victoria. The VPCN brings together collective expertise and is dedicated to identify and address quality and safety issues impacting the Victorian paediatric service system, and supporting the delivery of safe, effective, accessible, and equitable health care for the benefit of all children, young people, and their families. For administrative purposes VPCN staff are employed by The Royal Children's Hospital (RCH), as part of the Strategy, Planning and Performance Division. The Senior Project Officer role was established in partnership with Safer Care Victoria (SCV) to support a consistent and coordinated approach to identifying and managing paediatric sepsis across the Victorian health system, and reports to the VPCN manager.</p>

ROLE PURPOSE
<p>The Senior Project Officer is a key member of the Victorian Paediatric Clinical Network (VPCN) team. The Senior Project Officer will lead and support the design, implementation and evaluation of the Paediatric Sepsis Pathway Pilot, aimed at improving the early recognition and treatment of sepsis in children across Victoria's health system.</p>
KEY ACCOUNTABILITIES
<p>Project and Program Management</p> <ul style="list-style-type: none"> • Apply sound project management principles and improvement methodology across all project phases, including planning, implementation, monitoring, evaluation, and reporting. • Apply evidence-based change methodologies to support sustainable quality improvement projects • Establish clear performance outcomes and regularly monitor progress, providing recommendations to meet program goals. • Lead or support continuous improvement initiatives to enhance project effectiveness and service delivery. • Manage administrative workflows efficiently to ensure timely and optimal project outcomes. • Prioritize workload and competing demands through effective organizational and planning skills. • Manage budget and resource requirements to ensure project delivery outcomes are met. <p>Communication and Stakeholder Engagement</p> <ul style="list-style-type: none"> • Prepare clear, concise, and well-structured briefs, reports, correspondence, and presentations tailored to varied audiences. • Build and sustain effective relationships with stakeholders at all levels and across diverse organisations. • Utilise influencing and negotiation skills to foster collaboration and reach consensus. • Escalate critical issues appropriately and ensure timely, transparent communication with relevant parties. • Promote a culture of shared learning and collaboration across pilot sites and partner organisations. <p>Organisation, Planning, and Administration</p> <ul style="list-style-type: none"> • Demonstrate strong organizational and time management abilities to manage competing priorities and meet deadlines. • Maintain accurate records and manage information in compliance with privacy, security, and legislative requirements. • Lead the development and continuous improvement of administrative and communication processes to enhance efficiency. <p>Teamwork, Leadership, and Professionalism</p> <ul style="list-style-type: none"> • Collaborate effectively within multidisciplinary teams and with leadership to achieve shared goals. • Provide management, leadership and guidance to team members and stakeholders when required. • Implement recommendations from system reviews and health service evaluations to guide project planning and delivery. • Show initiative, autonomy, and accountability in delivering outcomes and supporting team objectives. • Foster a positive, customer-focused workplace culture centred on continuous improvement. • Uphold workplace health and safety responsibilities for self and others. • Other duties as directed consistent with the employee's skill level and classification.
QUALIFICATIONS AND EXPERIENCE
<p>Essential:</p> <ul style="list-style-type: none"> • Tertiary qualification in a related field and/or relevant industry experience. • Proven leadership experience in a team environment and ability to work well as a senior team member • Experience with project management in a complex healthcare environment.

- Critical analysis, systems and strategic thinking skills.
- Proven ability to build effective working relationships with a range of internal and external stakeholders, and commitment to lead and work effectively as part of a team.

Desirable:

- Specialised knowledge and many years' experience across several disciplines.
- A strong knowledge of quality improvement and associated methodologies.
- A strong understanding of the Victorian Health System.
- Demonstrated clinical experience and/or a strong understanding of healthcare delivery within clinical settings
- Experience within a similar role in the healthcare sector.

KEY SELECTION CRITERIA

- Demonstrated experience in quality and improvement project design, development, implementation and evaluation.
- Demonstrated ability to build and maintain effective working relationships with internal and external stakeholders.
- Excellent organisational and time management skills with ability to prioritise workload and competing demands.
- Excellent verbal and written communication skills and attention to detail.
- Demonstrated ability to respond flexibly to the needs of stakeholders.
- Demonstrated ability to work with initiative and autonomy in the pursuit of team goals.
- Demonstrated ability to develop practice solutions to problems and provide advice in area of expertise.
- Ability to handle confidential and sensitive information with discretion.

OTHER REQUIREMENTS

- 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

All employees are required to adhere to the Royal Children's Hospital Values:

- 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

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- 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

QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- 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

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.

Position description last updated

May 2025