



North Metropolitan Health Service  
**Job Description Form**

HSS Registered

**Project Director Joondalup Health Campus**  
**Health Salaried Officers Agreement: G-12**  
**Position Number: 006447**  
**Procurement, Infrastructure and Contract Management**  
**North Metropolitan Health Service**

**Reporting Relationships**

Chief Executive, NMHS  
 Position Number: 000001



Executive Director, Procurement, Infrastructure and  
 Contract Management  
 Position Number: 007997



**This Position**



Also reporting to this supervisor:

- Director, Procurement and Contract Management, HSO G-12, 1.0 FTE
- Area Dir. Facilities Management, HSO G12, 1.0 FTE
- Area Dir. Capital, HSO G12, 1.0 FTE
- Mgr. Finance & Corp, HSO G10, 1.0 FTE
- Director MAPD, HSO G10, 1.0 FTE
- Executive Assistant, HSO G4, 1.0 FTE

Directly reporting to this position:	Other positions under control												
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Title</th> <th style="text-align: left;">Classification</th> <th style="text-align: left;">FTE</th> </tr> </thead> <tbody> <tr> <td>Project Manager</td> <td>HSO G10</td> <td>1.0</td> </tr> <tr> <td>Snr Project Officer – JHC</td> <td>HSO G8</td> <td>1.0</td> </tr> <tr> <td>Project Officer JHC</td> <td>HSO G6</td> <td>1.0</td> </tr> </tbody> </table>	Title	Classification	FTE	Project Manager	HSO G10	1.0	Snr Project Officer – JHC	HSO G8	1.0	Project Officer JHC	HSO G6	1.0	<ul style="list-style-type: none"> <li>• NIL</li> </ul>
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Project Manager	HSO G10	1.0											
Snr Project Officer – JHC	HSO G8	1.0											
Project Officer JHC	HSO G6	1.0											

**Prime Function / Key Responsibilities**

Development, coordination and delivery of specified infrastructure redevelopment and related projects within the North Metropolitan Health Service. Responsible for overseeing the design and delivery of the Joondalup Health Campus (JHC) expansion and contract reform, and managing all consulting and contracting arrangements relating to this project.

## Brief Summary of Duties (in order of importance)

### 1. Project Direction and Management

- 1.1 Facilitates decision-making across the Joondalup Health Campus (JHC) Redevelopment Project and directs and manages the delivery of a high-quality facility expansion and a new contemporary Services contract arrangement within the State's investment objective (scope, quality, timing and funding).
- 1.2 Manages, and is accountable for, budget allocation to meet required organisational outcomes and the alignment of resources to deliver the facility expansion
- 1.3 Leads the development of project documentation such as business cases, project reports, briefing notes, funding proposals, briefing papers, etc.
- 1.4 Establishes and maintains the governance, risk and reporting frameworks
- 1.5 Specifically, operate as the State's Project Director for the JHC Redevelopment Project.
- 1.6 Responsible for managing all consulting and contracting arrangements.
- 1.7 Liaise with Ramsay Health Care and its agents, and the managing contractor.

### 2. Leadership and Representation

- 2.1 Manage human, financial and physical resources associated with the project are managed with a view to continuous improvement.
- 2.2 Work with project key stakeholders, consultants, and Government agency representatives to undertake the project in the most effective manner.
- 2.3 Leads, participates in and/or supports committees, working groups and project teams associated with the JHC Redevelopment Project.
- 2.4 Develop and review programs and plans to ensure that project deliverables and milestones are met.
- 2.5 Oversees the development and implementation of strategic and operational plans, policies and initiatives associated with the JHC Redevelopment Project.

### 3. NMHS Governance, Safety and Quality Requirements

- 3.1 Ensures, as far as practicable, the provision of a safe work environment in consultation with staff under their supervision.
- 3.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 3.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### 4. Undertakes other duties as directed.

## Work Related Requirements

### Essential Selection Criteria

1. Substantial experience and expertise with infrastructure project management and the systems and tools used. Substantial experience in monitoring and reporting on construction scope, cost, program, risks and quality; and taking pre-emptive or corrective action as required.
2. Highly developed communication, consultation and negotiation skills. The successful candidate will be able to demonstrate the ability to maintain positive working relationships with diverse groups of people with the health sector and wider community. They will possess demonstrated skill in leadership and design of health service reform.
3. Ability to be flexible, adaptive, responsive and innovative in the achievement of objectives. Exhibits a personal commitment to customer service, integrity and personal learning. Working within the value system of NMHS (Care, Respect, Excellence, Integrity, Teamwork and Leadership) is also relevant to this criterion.
4. Ability to develop strong working relationships in order to effectively liaise, consult and negotiate with diverse key stakeholders. Promotes a work environment that empowers, motivates and develops the diverse talents of people and ensures an optimum level of appropriately skilled employees.
5. Demonstrated ability to deliver Health projects consistent with the expected outcomes. In an environment of constraint ensures that all resources including human, financial, physical, and technological and information requirements are used efficiently and effectively to deliver services which are of highest quality and are safe.
6. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

### Desirable Selection Criteria

1. Tertiary qualifications in a field relevant to the position.
2. Knowledge of, and experience with, working with health infrastructure development consultants such as architects, project directors, quantity surveyors and time planners. Including the processes, systems, tools, terminology and methods employed.

### Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

### Manager/Supervisor

Name:  
Signature/HE:  
Date:

### Dept./Division Head

Name: Tanya Adair  
Signature: HE79380  
Date: 9/11/2018

### Position Occupant

Name:  
Signature:  
Date: