



North Metropolitan Health Service
Job Description Form

HSS Registered November 2018

Redevelopment Project Coordinator

Health Salaried Officers Agreement: Level G10

Position Number: 005561

Department: Development

Reporting Relationships

Executive Director Procurement, Infrastructure and Contract Management
Health Executive Grade C - Corporate
Position Number: 007997



Area Director Capital
HSO Level G12
Position Number: 008198



This Position



Also reporting to this supervisor:

- Project Director – SCI
HSO Level G12
- Senior Project Coordinator - SCI
HSO Level G11
- Administrative Assistant
HSO Level G3

Directly reporting to this position:

Title	Classification	FTE
Project Officer	HSO Level G6	1.0
Senior Project Officer	HSO Level G8	1.0

Other positions under control

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Prime Function / Key Responsibilities

Reporting to the Area Director Capital, this position coordinates and project manages the North Metropolitan Health Service (NMHS) Redevelopment planning and construction program, including specific project management accountabilities and overall site coordination responsibilities, including significant stakeholder management activities. Provides a significant resource for the NMHS Infrastructure Development Steering Committee and various Project Control and Working Groups under the NMHS infrastructure governance arrangements.

Brief Summary of Duties (in order of importance)

1. Participates by representation and/or report to the NMHS Infrastructure Development Steering Committee or Project Control/Working Groups within the NMHS Infrastructure governance arrangements by coordinating the redevelopment planning process of North Metropolitan Health Service (NMHS)
2. Participates actively in the redevelopment planning of the NMHS sites specifically by liaising with internal and external stakeholders.
3. Provides the main contact for all internal and external stakeholders in the NMHS redevelopment planning process.
4. Provides supervisory management and leadership to direct reports.
5. Represents the NMHS where appropriate at key redevelopment meetings, specifically through the site structure planning and master planning processes.
6. Represents and negotiates on behalf of the NMHS in business and professional dealings with public and private sector external agencies, and with stakeholders in relation to the redevelopment of NMHS
7. Provides professional advice and technical support to the Area Director Capital.
8. Participates in committees in relation to the redevelopment planning and construction process and provides professional and management input to decision-making.
9. Leads and/or coordinates – as directed - redevelopment projects, reviews and reports on designated projects to ensure that cost, time, client needs and project quality objectives are met.
10. Ensures relevant practicable occupational safety and health practices and standards are implemented and maintained.
11. Ensures the ongoing application of continuous quality improvement principles in systematically evaluating and meeting customer needs.
12. Provides regular reports and feedback to the Area Director Capital on the progress of projects including the financial status of projects.
- 13. NMHS Governance, Safety and Quality Requirements**
 - 14.1 Participates in the maintenance of a safe work environment.
 - 14.2 Participates in an annual performance development review.
 - 14.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
 - 14.4 Completes mandatory training (including safety and quality training) as relevant to role.
 - 14.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
 - 14.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
- 14. Undertakes other duties as directed.**

Work Related Requirements

Essential Selection Criteria

1. Knowledge and experience of project management within a health service setting.
2. Proven ability and experience in coordinating a large redevelopment project.
3. Experience in facility redevelopment, strategic planning and business case development.
4. Highly developed communication, negotiation and interpersonal skills.
5. Demonstrated conceptual, analytical and problem solving skills.
6. Knowledge and understanding of continuous quality improvement principles and their practical application.
7. Current knowledge of legislative and regulatory requirements in the areas of Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment, people management and service delivery.

Desirable Selection Criteria

1. Tertiary qualifications in a related discipline.
2. Previous experience in a health service environment.

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:
Signature:
Date:

Position Occupant

Name:
Signature:
Date: