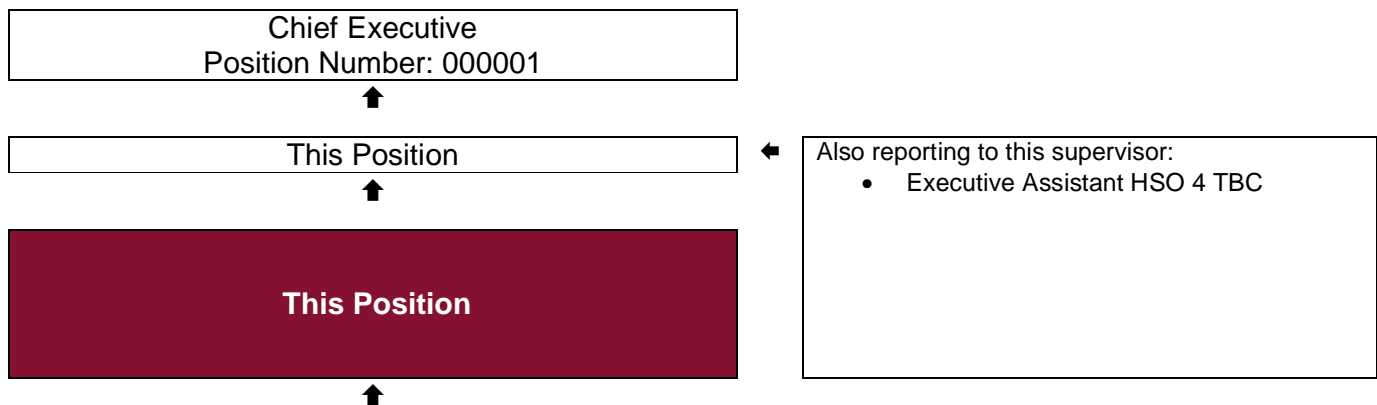




HSS REGISTERED

Executive Director
Major Infrastructure Projects
Health Executive Grade B - Corporate
Position Number: 008367
North Metropolitan Health Service

Reporting Relationships



Directly reporting to this position:			Other positions under control
Title	Classification	FTE	•
Project Director Graylands Decommissioning TBC	HSO G-12	1.0	
Project Director Joondalup Redevelopment 008115	HSO G-12	1.0	
Project Director Relocation Women and Newborn Health Service TBC	HSO G-12	1.0	

Prime Function / Key Responsibilities

Leads and directs the development and management of major infrastructure projects with a state-wide impact on the health system, namely the decommissioning of Graylands Hospital, the redevelopment of Joondalup Health Campus and the relocation of Women and Newborn Health Service. Actively manages each project's inter-agency taskforce, the stakeholder engagement within health, other government departments, non-government organisations and the community. Actively leads and manages organisational change requirements for the health system and the community. Provides rigorous project management and leadership to each project, including regular reporting to the Minister for Health.

Brief Summary of Duties

1. Strategic Leadership and Accountability

- 1.1 Is a member of the NMHS Executive team, contributes to decision making on whole-of-health issues and matters related to the following three major infrastructure projects for the WA health system:
 - the decommissioning of Graylands Hospital, including health care services;
 - redevelopment and upgrade of facilities within the Joondalup Health Campus; and
 - the relocation of the Women and Newborn Health Service, including building a women's hospital on the QEII Medical Centre campus.
- 1.2 Actively leads, promotes, guides and facilitates high standards of governance, practice and professional services for the three major infrastructure projects, including procurement, contract management, project management and infrastructure development. Ensures that all operations are compliant with whole of health and public sector policies and legislation.
- 1.3 Actively and insightfully contributes to strategic, operational and business planning and policy development for the three major infrastructure projects for the WA health system.
- 1.4 Provides leadership and guidance to key health and other government stakeholders to ensure that the requirements of the three major infrastructure projects are met; and works with other health service providers, the Department of Health, other government agencies and community organisations.
- 1.5 Establishes, leads and manages the inter-agency taskforce for each major infrastructure project.
- 1.6 Ensures that resources for each of the projects are managed and developed to meet the complex service requirements of the WA health system.

2. Communication and Consultation

- 2.1 Develops and maintains effective relationships and communication with government, industry, professional, community and other key stakeholders to achieve capital redevelopment objectives.
- 2.2 Initiates, facilitates and maintains strong working relationships in order to effectively liaise, consult and negotiate with all relevant internal and external stakeholders.
- 2.3 Initial point of contact and interface between NMHS and relevant internal and external agencies on portfolio related matters.

3. Specific Position and/or Operational Responsibilities

- 3.1 Leads and directs the three major infrastructure projects within the health service, leading service delivery, resource allocation, and adherence to relevant policies and procedures, operational plans and budgets to achieve agreed targets and initiate corrective action when necessary.
- 3.2 Leads and manages contracts with external service providers which relate to the three major infrastructure projects, to ensure compliance with all contractual requirements and operating agreements. This includes registering and recording all documentation for variation of contract in liaison with the Chief Executive(s) and the State's legal advisors.
- 3.3 For the three major infrastructure projects, on an ongoing basis proactively monitors and reviews service delivery and cost effectiveness of all areas of responsibility, to ensure all current and future operational and commercial needs of the state are met.
- 3.4 Leads and directs the Graylands Hospital decommissioning project, including decommissioning of its health care services, facilities, resources, and policies and procedures. Ensures adherence to operational plans and budgets, to achieve agreed targets, and initiates corrective action when necessary.
- 3.5 Leads and directs the redevelopment of Joondalup Health Campus project, including upgrading its facilities, services, resources, and policies and procedures. Ensures adherence to operational plans and budgets, to achieve agreed targets, and initiates corrective action when necessary.

- 3.6 Leads and directs the building of a women hospital and relocation of Women and Newborn Health Service project, including services, resources, and policies and procedures. Ensures adherence to operational plans and budgets, to achieve agreed targets, and initiates corrective action when necessary.

4. NMHS Governance, Safety and Quality Requirements

- 4.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 4.3 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.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA health system, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Exemplifies personal integrity and commitment to public service
 - *demonstrates public service professionalism, probity and accountability*
 - *ability to work within and promote the values of NMHS*
 - *exhibits personal commitment to customer service*
 - *engages with risk*
 - *demonstrates personal commitment to professional development*
2. Shapes and manages strategy
 - *inspires a sense of purpose and direction towards achieving a strategic vision*
 - *shows forward thinking, judgement, intelligence and common sense*
 - *directs policy development within a public policy environment*
 - *directs the implementation of operational reforms*
 - *harnesses information and opportunities*
3. Achieves results and operational excellence
 - *builds organisational skill and shapes culture*
 - *steers and implements change and deals with uncertainty*
 - *delivers intended results*
 - *ensures delivery of high quality services*
 - *manages all resources in a constrained environment*
 - *demonstrates leadership in workforce and succession planning*
4. Builds productive relationships
 - *nurtures internal and external relationships*
 - *facilitates cooperation and partnerships*
 - *guides, coaches and develops people*
5. Communicates and influences effectively
 - *communicates clearly*
 - *listens, understands and adapts to audience*
 - *negotiates and advocates persuasively*
 - *values individual differences and diversity*
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. Experience in and knowledge of the health industry.
2. Experience in and knowledge of all government procurement policies, legislation and practices.
3. Tertiary qualifications in business, law, economics or other relevant tertiary field will be highly regarded.
4. Current "C" class driver's licence.

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:

Created on: January 2020

Last Updated on: January 2020

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