

POSITION DESCRIPTION

Project Manager

Reports to Director Data and Systems
Band Band 5, Health Purchasing Victoria Enterprise Agreement 2018

Position Summary

The Project Manager (PM) is responsible for managing projects on the HPV Project Register. This is achieved by bringing together appropriate resources, skills, technology and ideas to achieve business objectives and deliver business benefits. The PM leads and manages the project, with the authority and responsibility to direct and control the delivery of project requirements. The PM is also responsible for budget management pertaining to projects within their control as well as fostering and promoting quality improvement initiatives across HPV.

The key responsibilities of this role are to:

- Undertake the project management of projects assigned by the Director Data and Systems or delegate.
- Establish and manage strong relationships with key internal and external stakeholders.
- Provide accurate and up-to-date information to the Director Data and Systems on the status of projects.
- Develop, deliver and monitor of the HPV Project Register.
- Assist in the development of the HPV business plan.
- Manage project budgets within the approved business cases and tolerances.

Specific Duties and Responsibilities

Project Management

- Establish and plan projects, as assigned by the Director Data and Systems, including project scope definition and development, governance structure and detailed project planning.
- Review and manage signoff of deliverables.
- Establish and manage strong relationships with key stakeholders.
- Manage the end-to-end project planning, working within the requirements of the HPV Project Management Framework.
- Plan and manage User Acceptance Testing.
- Establish evaluation methods and key performance indicators for projects.
- Determine and co-ordinate the system and architecture changes required in readiness for rollout.
- Provide leadership to the project team in the identification, recording and management of risks and issues.
- Ensure that projects continue to align and support the overall organisational strategy and the HPV budget plan.
- Provide status updates to the Director Data and Systems and assist in the development of recommendations when projects deviate from the plan.

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Budget and Contract Management

- Adequately forecast project costs and manage project expenditure within the delegated authority framework and budget allocation.
- Develop and maintain project budget records and provide accurate budget status at any point in time as well as manage project deliverables within the approved budget.
- Assist the Director Data and Systems to ensure HPV ICT acquisitions are cost effective and provide value for money.
- Assist the Director Data and Systems to contribute to the development of operational and capital project budgets.
- Ensure any ongoing costs incurred as a result of any project are captured and budgeted for in subsequent financial years.
- Ensure project budgets are managed according to the HPV Delegations of Authority Manual.
- Initiate engagement with vendors to provide ICT infrastructure and services and subsequent management of the vendor relationship in the best interests of HPV.
- Assist to drive cost efficiencies through effective pricing negotiation with vendors and other third parties.

Management

- Contribute to the Data and Systems division and broader HPV team through participation in formal meetings and other activities as required
- Perform senior management responsibilities as required
- Comply with relevant financial and non-financial authorities outlined in the Delegations of Authority instrument.
- Support and develop open and transparent lines of communication with Executive Leadership Team (ELT) and Senior Leadership Team (SLT) members including participating in individual and divisional meetings, and by email and other regular interpersonal communication.
- Identify relevant opportunities and make recommendations for HPV to improve its processes, workplace health and safety, and quality and service delivery outcomes
- Assist to recruit, interview, select, and hire new employees where relevant and support new employee on-boarding, induction and development planning as required
- Deputise for the Director Data and Systems if and when called upon to do so
- Undertake other tasks or responsibilities as agreed with the Director Data and Systems from time to time

Leadership

- Support development of a vision for the Data and Systems division in line with the HPV Corporate Strategy which sets a clear strategic direction for employees, enhances their leadership capacity and capability, and enables them to deliver robust operational support and advice.
- Foster a workplace culture that is consistent with HPV's organisational culture emphasising organisational values.
- Maintain strong lines of communication, both formal and informal, with SLT, ELT and key HPV stakeholders to ensure the smooth operation of the organisation.
- Support organisational change and growth as requested to assist HPV in fulfilling its legislative functions in line with its Corporate Strategy.

HPV Values and Cross Functional Collaboration

- Establish and maintain strong working relationships with key individuals and groups across HPV's stakeholder organisations, both internal and external, and develop and apply appropriate engagement and consultation strategies in line with HPV's values.
- Represent HPV in appropriate forums to strengthen relationships and improve mutual understanding.
- Place a priority on effectively working with stakeholders from other divisions within the organisation for mutual benefit by seeking and incorporating feedback that will benefit organisational objectives.
- Value the contribution of our internal and external stakeholders and contribute beyond our own tasks to achieve organisational goals and demonstrate this in goal setting.
- Uphold HPV values:
 - We are customer-focused; we focus on customer and patient outcomes
 - We keep it simple; we strive for efficient and effective ways to achieve our goals
 - We are collaborative; we work as a team toward common goals
 - We take responsibility; we challenge the status quo. We are responsible for our behaviours, actions and results
 - We inspire confidence; we do the right thing. We are open, honest and trustworthy

Data Security

- Comply with HPV data management policies and procedures, and report breaches and/or vulnerabilities to a Manager or the IT Operations team.

While the principal duties of this position are as above, the Project Manager may be required to undertake other duties from time to time.

Qualifications and Experience Required

Academic

- Relevant project management / business analysis / data management post graduate or tertiary qualification.
- Degree in business, IT or a related field preferred.

Experience

- Experience in investigating and assisting in the development of business cases.
- Proven experience in developing and successfully leading and implementing a range of projects within a complex multi-stakeholder environment.
- Broad ICT systems knowledge.
- Demonstrated ability to follow best practice.
- Awareness of commercial procurement practices, tenders & contracts and contract management advantageous.

Personal

- Strong organisational and project management skills and experience.
- Ability to work productively with time pressures while managing multiple tasks.
- Ability to manage a number of competing priorities and be prepared to roll up their sleeves to achieve tight timeframes.

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- Capability in leading the engagement and delivery of a range of multi-stakeholder project implementations.
- Strong 'team builder' with the ability to develop and maintain positive working relationships with people at all levels within and outside the organisation.
- Superior communication skills in providing information and advice to external and internal stakeholders.
- Ability to negotiate and liaise with external suppliers, consultants and contractors.
- Ability to work positively within and lead a team to deliver best practice outcomes and shared goals.
- Highly professional interpersonal and written communication skills.
- Outstanding problem solving skills and sound judgement to resolve complex business and technical issues.
- Enthusiasm, energy, inquisitiveness, initiative and innovative thinking.
- Willingness to develop a high level of specialist knowledge in relation to the key responsibilities of the position.
- Ability to maintain and respect confidentiality of the highest order.
- Knowledge of the health sector (desirable).