

POSITION DESCRIPTION

Directorate	Canberra Health Services
Division	Infrastructure and Health Support Services
Branch	Campus Modernisation
Position Number	P48286
Position Title	CSB Operational Commissioning Manager
Classification	Infrastructure Manager Specialist 1
Location	Canberra
Last Reviewed	05/08/2021 GS



Our **Vision**: creating exceptional health care together
 Our **Role**: to be a health service that is trusted by our community
 Our **Values**: Reliable, Progressive, Respectful and Kind

POSITION OVERVIEW

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding region. More information can be found on the CHS website: <https://www.health.act.gov.au/>

The Canberra Hospital Expansion Project includes a new Clinical Services Building (CSB) on the existing Canberra Hospital campus, encompassing surgical services, interventional radiology, emergency department, intensive care, coronary care and support services, such as a central sterilising services department and a helicopter Landing Site. The CSB will be located to the Northern end of the campus, between Hospital Road and Palmer Street, displacing existing aged administration, accommodation and outpatient buildings.

The Infrastructure and Health Support Services (IHSS) Group is responsible for the infrastructure delivery and maintenance and a diverse array of non-clinical support services with the primary focus of delivering timely patient centric solutions across the CHS organisation.

The CSB Operational Commissioning Manager will work closely with CHS Clinical and Corporate Executives and will support the Campus Modernisation Program. In partnership with the CSB project team and with the assistance of the CHS Executive team, this position is accountable for leading, implementing and monitoring the processes required to support operational readiness for the CSB.

DUTIES

Under limited direction of the Project Director, Campus Modernisation you will:

1. Plan and establish an Operational Commissioning Plan and detailed program for the operational commissioning activities.
2. Establish an Operational Commissioning Committee as a governance sub-committee of the CSB Project Control Group.
3. Plan and prepare the Operational Commissioning Plan for the CSB Project which will define key milestones and management strategies for the following operational areas:
 - a. Program strategy: identification, sequence and duration of all activities required to bring the new services into operation. This program is closely linked to the construction program.
 - b. Furniture, fittings and equipment (FFE) purchase and management strategy: for the CSB oversee the FFE purchase program (Group 1A, 2 & 3 Items), manage the storage and relocation/transfer of FFE, and implement the existing furniture and equipment review and recommendation plan.
 - c. Organisation and management structure strategy: responsibility for planning and commissioning activities, including timeline, milestones and critical paths for operational commissioning.
 - d. Models of Care: co-ordinate the development/review of the Models of Care for the CSB, through until endorsement.
 - e. Operational Delivery Models: co-ordinate the review of divisional policy and procedures against the endorsed Models of Care, to develop the master business and service change program.
 - f. Communication strategies: incorporate the staff and community engagement plans for the internal and external schedule of information disseminated throughout the commissioning period.
 - g. Operational readiness: processes for occupation by staff and patients, including support services, testing, clinical and non-clinical consumable stocking, decanting, moving and commencement of operations.
 - h. Budget strategy: support the development of a recurrent business case for the operational budget required for CSB and the operational commissioning resources.
 - i. Risk management strategy: maintenance of the Project Risk Register to include identification of major risks, mitigation strategies and contingencies to minimise disruption to service delivery and patient care during transition and occupation of new areas.
4. Preparation of monthly reports to the CSB Project Control Group on progress with operational commissioning planning.

5. Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

ABOUT YOU

CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as Lesbian, Gay, Bisexual, Transgender, Intersex, or Questioning (LGBTIQ) are particularly encouraged to apply.

Behavioural Capabilities

1. Proven leadership skills.
2. Demonstrated ability to clearly articulate complex concepts.
3. Effective and professional stakeholder management skills.
4. Effective management of high volumes of work within strict timeframes.
5. Demonstrated change management skills.
6. Sensitivity and compliance to the Territory's principles and ethical standards, with special regard to probity, transparency and honesty.

Position Requirements/Qualifications:

Mandatory

Relevant professional qualification in Project Management and a minimum of 10 years' relevant experience working in project management.

Professional qualifications and experience are defined as either:

- a. a diploma in Project Management accredited by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or
- b. certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practising Project Director (CPPD) or Certified Practising Portfolio Executive (CPPE), in addition to a relevant degree or higher qualification issued by an Australian State or Territory tertiary education institution or an equivalent overseas that is eligible for reciprocal recognition in Australia, and a minimum of ten years relevant experience in project management.

Desirable

- Experience in the delivery of health infrastructure projects, particularly in the area of service operational commissioning and clinical start-up of new/modified clinical services.

The successful applicant will:

- Have an understanding of how the [National Standards and Quality Health Service \(NSOHS\)](#) indicators align with this role.
- Fulfil the responsibilities of this role as detailed in the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

Please note prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.

WHAT YOU REQUIRE

These are the key selection criteria for how you will be assessed in conjunction with your resumé and experience:

1. Proven skills, experience and ability to manage and deliver large or highly complex infrastructure programs and projects, through sound decision making and balanced consideration of competing issues.
2. Demonstrated knowledge and experience in a particular discipline, or across a number of disciplines, in providing professional and/or technical advice, and in delivering quality outcomes.
3. Demonstrated accountability for functions, programs, projects and resources within their area of responsibility and preparing concise written reports, recommendations and briefings to senior executives.
4. Demonstrated experience of working in complex business environments with a broad range of internal and external stakeholders.
5. Demonstrated understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

HOW TO APPLY / OR WANT TO KNOW MORE?

Applications must be submitted through the e-recruitment system. Applications must include a copy of a current resumé, and

<please **delete** statement not applicable>

- A response to the selection criteria under “what you require” in no more than two pages.

OR

- A pitch of no more than two pages outlining your skills, knowledge and experience and why you should be considered for this role. You should take into consideration the selection criteria under “what you require” when drafting your response.

Where possible include specific relevant examples of your work.

CHS Contact: Vanessa Brady, Project Director Campus Modernisation. Ph

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role and indicates how frequently each of these requirements would need to be performed. Please note that the ACT Public Service is committed to providing reasonable adjustments and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally

PSYCHOSOCIAL DEMANDS	FREQUENCY
Distressed People e.g. Emergency or grief situations	Never
Aggressive & Uncooperative People e.g. drug / alcohol, dementia, mental illness	Never
Unpredictable People e.g. Dementia, mental illness, head injuries	Never
Restraining e.g. involvement in physical containment of clients/consumers	Never
Exposure to Distressing Situations e.g. Child abuse, viewing dead / mutilated bodies; verbal abuse; domestic violence; suicide	Never

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 9kg	Occasionally
Lifting 10 – 15kg	Never
Lifting 16kg+	Never
Climbing	Never
Running	Never
Reaching	Occasionally
Kneeling	Occasionally
Foot and leg movement	Occasionally
Hand, arm and grasping movements	Occasionally
Bending/squatting	Occasionally
Bend/Lean Forward from Waist/Trunk twisting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Never
Frequent travel – driving	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment e.g. gases; liquids; biological.	Never
Slippery or uneven surfaces	Never