



POSITION DESCRIPTION

Directorate	Canberra Health Services	Reporting Relationships
Division	Infrastructure and Health Support Services (IHSS)	
Branch	Facilities Management	
Position Number	P60433	
Position Title	Director, Project Coordination	
Classification	Senior Officer Grade B (SOGB)	
Location	Canberra Hospital	
Last Reviewed	09/02/2023	

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. We provide acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding regions. More information can be found on the [CHS website](#).

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

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 Canberra Hospital Expansion Project includes the design and construction of a new 44,000m² acute clinical services building on the existing Canberra Hospital campus, encompassing surgical services, interventional radiology, emergency department, intensive care, cardiac care unit and inpatient beds.

The CSB is the largest healthcare infrastructure project undertaken in the Territory's history and it represents the largest clinical and operational change program to ever be implemented by Canberra Health Services (CHS).

Construction completion of the CSB project is Q1 2024 and go live of the facility for clinical services is Q3 2024.

The Facilities Management branch within IHSS will be responsible for all planned and on demand maintenance activities.

The Director Project Coordination will be responsible for developing a commissioning project plan and ensure key timeframes and deliverables are met by engaging with key stakeholders.

This role will oversee and co-ordinate Facilities Management building commissioning activities for the CSB and whilst reporting to the Facilities Management (FM) Executive Branch Manager (EBM), will work closely with the Executive Group Manager, Campus Modernisation on CSB related matters.

The role will lead the Facilities Management requirements in preparation for Go Live of the CSB.

DUTIES

Under the direction of the EBM, you will:

1. Project manage and oversee several Facilities Management divisions in the preparedness to operate and maintain the new CSB on Go-live:
 - a. In preparation for the go-live, oversee and coordinate activities relating to maintenance contract development, building commissioning, post-go-live maintenance processes, and asset management processes related to Facilities Management.
 - b. During the building go-live preparedness, engage with multiple stakeholders, including but not limited to CSB project managers, the project head contractor, maintenance contractors, and internal FM staff during the construction phase through to project completion.
2. In coordination with the FM Management Team, project manage commissioning outcomes that ensure compliance with related standards, codes of practice, Australasian Health Facility Guidelines and CHS Standard Inclusions.
3. Coordinate defects, maintenance and project related issues.
4. Establish action plans, critical indicators, programs, and performance measures to guarantee timely and accurate interface with FM, the head contractor and Major Projects Canberra (MPC).
5. Coordinate and review the acceptance of handover documentation and operation and maintenance manuals on behalf of FM, ensuring assets are captured on the CHS asset register and aligned with the CHS standard inclusions.
6. Manage FM activities required to be undertaken to support the operational commissioning implementation program which will be executed during the period between practical completion and go live.
7. Undertake duties appropriate to this level of classification which contribute to the operation of the project.

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, lesbian, gay, bisexual, transgender/gender diverse, intersex and queer (LGBTIQ+) are particularly encouraged to apply.

Behavioural Capabilities

- Effective change and stakeholder management skills.
- Strong interpersonal written and skills to successfully liaise and negotiate with a wide range of stakeholders.
- Strong skills in being able to manage competing priorities successfully and in having a flexible approach to decision making.

Position Requirements/Qualifications:

Mandatory:

- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide [Digital Health Record](#). Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.

Desirable:

- Relevant qualifications in Project Management or 5-years' relevant experience.
- Knowledge and experience of the technical requirements affecting health services and assets.

The successful applicant will:

- Have an understanding of how the [National Safety and Quality Health Service \(NSQHS\)](#) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to 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. Significant experience in managing projects including the successful coordination of commissioning activities.
2. Proven experience in leading a team within a complex environment.
3. Direct experience in efficiently managing key deliverables including high level reporting on KPI's.
4. Highly developed oral and written communication skills including effectively liaising and negotiating with a broad range of stakeholders.
5. Demonstrates 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.

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)	Frequently
Working outdoors	Occasionally

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

OFFICIAL

MANUAL HANDLING	FREQUENCY
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