

ROLE DESCRIPTION

Torres and Cape Hospital and Health Service

Position Details (Role Details)			
Job Reference Number	TC572285	Closing Date	Monday 8 July 2024
Title (role title)	Project Manager – Recruitment Services	Location	Cairns / Cooktown / Weipa / Bamaga / Thursday Island / Brisbane
Salary range	\$5,062.30 - \$5,432.80 per fortnight	Classification	AO7
Division/ Hospital and Health Service	Torres and Cape Hospital and Health Service	Branch/Work Unit	Workforce & Engagement
Reports to	Kristy Strout	No. Direct Reports	0
Status	Temporary Full Time to 30 June 2025 with a possibility of extension.	Online Applications	www.smartjobs.qld.gov.au
Contact Name	Kristy Strout	Contact Number	0414 736 668

Your employer – Torres and Cape Hospital and Health Service

About Us:

Torres and Cape Hospital and Health Service (TCHHS) is the largest provider of public healthcare services across the most northern remote areas of Queensland. TCHHS provides health services to a resident population of 26,966 with 67% identifying as Aboriginal and/or Torres Strait Islander people. The range and type of services provided are defined in a formal Service Agreement with the Department of Health. Services are provided across 35 facilities (4 hospitals and 31 primary and community health services) by more than 1000 staff.

For further information visit the [TCHHS website](#)

Our purpose:

Deliver health services that maximise potential for wellness by:

- Creating seamless patient journeys
- Embracing cultural diversity
- Collaborating and connecting with communities and agencies
- Enhancing the capacity and capability of the workforce
- Maximising the use of technology

Our Values



Purpose of the role

The purpose of the Project Manager is to lead the implementation of best practice recommendations to ensure the recruitment approach and processes at the TCHHS are aimed at emphasising cultural awareness, respect and inclusivity, while seeking to create culturally safe workplaces that foster diversity and support the professional growth of Aboriginal and Torres Strait Islander employees.

Key responsibilities would include, but not limited to:

This position's primary responsibilities are to ensure that comprehensive primary health care is appropriate and readily available to the members of the public through:

- Fulfil the responsibilities of this role in accordance with QPS values as outlined below.
- Lead and manage the implementation, monitoring and evaluation of review recommendations in a complex environment.
- Prepare high-level briefing documents, submissions and reports which align to TCHHS goals with broader organisation and government priorities.
- Ensure project outcomes are achieved and project management is maintained by leading a multidisciplinary team within a complex health and regional specific environment.
- Provide effective budgetary, financial and technical planning in order to enable the smooth operation of the project.
- Manage projects by monitoring and reporting on project related trends and performance against project plans and budgets and identify risks to the project and coordinate and lead discussions with key stakeholders on critical issues and risks.
- Manage and maintain effective key stakeholder relationships and networks to ensure that the project achieves the identified benefits and objectives and team members and ensure stakeholders are informed and engaged throughout the project life cycle.
- Provide advice and strategic input to project deliverables, to ensure they meet quality standards and comply with Queensland Health strategies and policies.

- Build and maintain positive networks and collaborative relationships with key stakeholders across the health service, the health sector, ranging from front line clinicians to the Deputy Director-General, Non-government organisations, Director-General and Minister for Health.
- Demonstrate highly effective interpersonal skills at all levels, including consultation and presentation skills and proven ability in negotiation and influencing in a setting to achieve project goals.
- Work within a team to achieve goals, priorities and initiatives of the TCHHS.
- Manage other duties as directed by the Executive Director Workforce and Engagement, as necessary.
- Actively contribute to the provision of a safe and healthy workplace by ensuring you and your direct reports comply with all relevant sections of the Work Health and Safety Act and Regulations (QLD) and associated codes of practice, all other relevant state and federal legislation as well as all TCHHS and Queensland Health workplace health and safety policies and procedures. Where required, assist with development, review, implementation and monitoring activities related to the TCHHS Safety Management System.
- Take responsibility for enacting strategies that supports a work-based culture that promotes and supports education, learning, research, workforce development, safety and quality.
- Implement and resource effective systems for management of – quality improvement and measurement – risk management – incident management – open disclosure – feedback and complaints. Systematically monitor performance across all safety and quality systems.
- Take reasonable care for your own health, safety and wellbeing and take reasonable care to ensure that your acts or omissions do not adversely affect the health, safety and wellbeing of others.
- Actively participate in a working environment supporting quality human resource management practices including employment equity, anti-discrimination, workplace health and safety and ethical behaviour.
- Employees who are appointed to the TCHHS are accountable for information security, management and appropriate use, in accordance with legislation, standards, policies and procedures.

What are we looking for?

You will be assessed on your ability to demonstrate the following key capabilities, knowledge and experience, the ideal applicant will be someone who can demonstrate the following:

- Highly effective interpersonal and high-level strategic written communication skills, including proven ability to engage and influence multiple stakeholders and cultivate productive working relationships and networks.
- A proven record of accomplishment of leading projects / initiatives that improve the efficiency and effectiveness of healthcare service delivery.
- Demonstrated advanced project management skills, including the ability to establish robust governance structures, define tasks, set priorities and coordinate activities effectively to meet deadlines, with a record of accomplishment of proven and sustained outcomes.
- Knowledge and application of process improvement, implementation and evaluation methodologies within the healthcare sector.
- Demonstrated experience in applying change management methodologies to complex cultural and practice change issues in the health sector.
- Comprehensive understanding of the public health sector, including knowledge of the Queensland Health environment, preferably with an understanding of clinical service delivery.

Mandatory qualifications/professional registration/other requirements

The essential requirements for this role are:

- While not mandatory, a degree or formal qualifications in project management methodologies including but not limited to PRINCE2, Waterfall, Agile, Scrum, PMBOK will be highly regarded.

Specific working conditions

- This position may require the incumbent to operate a 'C' Class Drivers Licence. An appropriate licence endorsement to operate this type of vehicle is required. Proof of this endorsement must be provided before commencement of duty.
- Travel across the TCHHS may be a requirement of this position in commercial and/or light aircraft and 4WD vehicles.

Employee obligations

- It is a mandatory condition of employment in this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment: measles, mumps, rubella, varicella (chicken pox), pertussis (whooping cough) hepatitis B.
- Pre-employment screening, including criminal history and discipline history checks, will be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a blue card, unless otherwise exempt.
- Employees who are appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment.

How to apply

Please submit the following for the panel to assess your suitability:

Your **resume**, including a comprehensive employment history, the qualifications you hold and the contact details for at least two referees (Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years).

A **short statement (Max 2 pages)** that gives details of your skills, experience and knowledge as required on the role description under the heading 'what are we looking for?'

Submit your application via www.smartjobs.qld.gov.au

- Please review the additional supporting documentation in the folder "information for applicants".
- Only those persons eligible to work in Australia may be employed by Queensland Health. Prospective employees are required to provide proof of identity and documentary evidence of their right to work in Australia.
- Hand delivered applications will not be accepted.
- Late applications cannot be submitted online. For a late application to be considered, please arrange approval and submission via the contact officer.

Additional Information

- Applications will remain current for 12 months or for the duration of the vacancy.
- Future vacancies of a temporary, full time and part time nature may also be filled through this recruitment process.

- We are committed to building inclusive cultures in the Queensland public sector that respect and promote [human rights](#) and [diversity](#).
- Applicants will be required to give a statement of their employment as a lobbyist within one month of taking up the appointment (<https://www.forgov.qld.gov.au/documents/policy/lobbyist-disclosure>).
- Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role. Details are available in section 571 of the Workers' Compensation and Rehabilitation Act 2003 <https://www.worksafe.qld.gov.au/laws-and-compliance/workers-compensation-laws/laws-and-legislation/workers-compensation-and-rehabilitation-act-2003>

The Department of Health

The Department of Health has a diverse set of responsibilities, and a common purpose of creating better health care for Queenslanders. The department is responsible for the overall management of the public health system in Queensland. We strongly believe in the need to work with people that value the goals of our organisation and who will thrive in our workplace.

To enable this vision, the Queensland Public Sector is transforming from a focus on compliance to a values-led way of working. The following five values, underpin behaviours that will support and enable better ways of working and result in better outcomes for Queenslanders.



Customers first	Ideas into action	Unleash potential	Be courageous	Empower people
Know your customers	Challenge the norm and suggest solutions	Expect greatness	Own your actions, successes and mistakes	Lead, empower and trust
Deliver what matters	Encourage and embrace new ideas	Lead and set clear expectations	Take calculated risks	Play to everyone's strengths
Make decisions with empathy	Work across boundaries	Seek, provide and act on feedback	Act with transparency	Develop yourself and those around you

Organisational Structure

Available on Request