



Role Description

Job Ad Reference	H24CHQ575038	Classification	A06
Role title	Senior Project Officer	Salary	\$115 735 - \$123 812 p.a.
Status	Permanent Full Time	Closing date	18 July 2024
Unit/Branch	Facilities & Capital Infrastructure		
Division/ Hospital and Health Service	Children's Health Queensland Hospital and Health Service	Contact Name	Michael Bremer
Location	South Brisbane	Contact Number	(07) 3069 7642

About Children's Health Queensland Hospital and Health Service

Children's Health Queensland Hospital and Health Service (CHQ) is a recognised leader in paediatric healthcare, teaching and research. With a dedicated team of more than 4,500 people, our point of difference is in the way we provide care to children, young people and their families every day. This is through our steadfast commitment to providing patient and family-centred care at every level of our service and our continuous drive for service and operational excellence.

Our Vision

Leading life-changing care for children and young people - for a healthier tomorrow.

Our Purpose

To offer the best: safe, expert, accessible child and family-centred care for children and young people.

Our Values

Respect – teamwork, listening, support - *We listen to others*

Integrity – trust, honesty, accountability - *We do the right thing*

Care – compassion, safety, excellence - *We look after each other*

Imagination – creativity, innovation, research - *We dream big*

For further information please visit the [CHQ HHS](#) website.

Your Opportunity

The role:

- Assists in successful delivery of capital infrastructure and engineering projects and ensure outcomes meet the needs of CHQ – in particular the Capital Works Program
- Proactively identifies risks to the project and participates in discussions with key stakeholders on critical issues and risks
- Ensures high standards of safety to staff, clients and visitors through compliance with the CHQ policies
- Manages, monitors and reports on project progress and implement best practice guidelines to ensure consistent and quality outcomes are achieved on assigned projects.
- Develops and maintains effective working relationships and networks with internal and external stakeholders on all project related matters.

Your Role and Responsibilities

You will fulfil the accountabilities of this role in accordance with the CHQ core values and as outlined below:

- Coordinate project work to ensure project delivery within required scope, quality, time and cost.
- Provide technical and project management services for the infrastructure and building engineering services projects
- Coordinate daily activities of subcontractors of CHQ projects.
- Effectively manage the engagement and performance of project consultants and contractors to enable the delivery of on time, on budget quality projects.
- Liaise with key stakeholders regarding any potential disruption to hospital and healthcare services from project activities
- Manage the compliance process for the projects.
- Implement and maintain systems, policies and procedures to support the effective management of capital and new works projects in such a way as best utilises available funding, conforms with capital infrastructure planning and delivery policy and the clinical and non-clinical needs of the organisation and its clients
- Review designs, documentation, construction and commissioning variations to the projects to ensure that they are within the terms of the Project Brief, the agreed design and budget limitations.
- Ensure that the endorsed project management methodology and other appropriate procurement and project management principles are applied to all activities within relevant projects
- Proactively manage, monitor and report on project schedules, quality, risks, issues, interdependencies, scope and key performance indicators, ensuring the appropriate level of priority, visibility and escalation
- Deliver detailed project plans, progress reports and closure reports for large scale infrastructure projects and all technical projects
- Actively participate in a working environment supporting quality human resources management practices including employment equity, anti-discrimination, occupational health and safety, and ethical behaviour
- Develop a positive culture within Children's Health Queensland Hospital and Health Service which encourages and recognises high performance, builds leadership capabilities and supports staff to maximise their health and wellbeing
- Ensure compliance with the performance based requirements of the Building Code of Australia, Workplace Health and Safety Act and other relevant Australian Standards in addition to appropriate infection control processes
- Manage contractors and or staff within the projects, providing mentoring and advice on project management to staff across CHQ including leading multidisciplinary project teams to meet agreed performance criteria and portfolio deliverables
- Provide effective and appropriate communication to multiple and varied stakeholders from both contracted service provider and the clinical and non-clinical teams of CHQ.

Position Reports To

The role reports to the Program Manager Capital Works

Staffing and Budgetary Responsibilities

- This role oversees related project contractors and sub-contractors including any engineering consultants, quantity surveyors, architects, certifier, and any other external partner to complete the projects.
- This role has Procurement and Contractor Management Responsibilities

Qualifications/Professional Registration/Other Requirements

At least 5 years' experience within a relevant area will be highly regarded- the ideal candidate will demonstrate:

- Experience in project managing infrastructure delivery projects in a large health care or similar organisation
- An understanding of asset management systems and activities
- Experience managing contractors and fluent in management of Permit to Work systems
- It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment ([Health Employment Directive No. 01/16](#)):
 - measles, mumps, rubella (MMR)
 - varicella (chicken pox)
 - pertussis (whooping cough)
 - hepatitis B
 - tuberculosis

How will you be assessed?

You will be assessed on your ability to demonstrate the following key attributes. Within the context of the '**Your Role and Responsibilities**' described above, the ideal applicant will be someone who demonstrates the following:

Key Attributes/Workplace Behaviours

Project Management	Demonstrated high level knowledge and experience in managing all aspects of capital and new infrastructure projects within a hospital and healthcare setting including a strong knowledge of engineering design, performance and operations of essential hospital plant and equipment systems
Communication / Stakeholder Management	Demonstrated advanced communication (written and verbal) with the ability to consult, partner and negotiate to create a strong client focus, influence decisions, actions or perceptions of stakeholders (clinical and non-clinical) and achieve outcomes.
Management	Demonstrated ability to manage consultants, contractors and multi-disciplinary project teams in line with quality human resource and financial management practices with particular reference to occupational health and safety and ethical behaviour.
Organisation and Planning	Demonstrated project planning and organisational skills with the ability to work autonomously, set priorities, manage competing

	priorities, coordinate activities and monitor and report on the progress of key project activities.
Planning / Technical	Demonstrated knowledge and/or ability in infrastructure or facilities management, with an in-depth understanding of the impacts of projects and works to complex health facilities, buildings and assets.

Your Application

Please provide the following information for the Selection Panel to assess your suitability:

1. **A written response of no more than 2 pages** addressing your ability to meet the requirements of the role listed under 'How will you be assessed?' and within the context of the 'role and responsibilities'.
2. **Your current CV or resume**, including two referees that can attest to your performance and conduct in the workplace. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current/immediate/past supervisor. By providing the names and contact details of your referee/s you consent for these people to be contacted by the selection panel. If you do not wish for a referee to be contacted, please indicate this on your resume and contact the selection panel chair to discuss.
3. **Application form** (only required if not applying online).

Additional Information for Applicants

- For details regarding salary information, leave entitlements, flexible working arrangements and other benefits please refer to the attached Applicant Information and Guide or visit the [Queensland Health website](#).
- All relevant health professionals (including registered nurses and medical officers) who in the course of their duties formulate a reasonable suspicion that a child or youth has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities.
- Pre-employment screening, including criminal history and disciplinary history checks, may be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a Blue Card.
- Employees who are permanently appointed to CHQ HHS may be required to undertake a period of probation appropriate to the appointment.
- Applicants will be required to give a statement of their employment as a lobbyist within one month of taking up the appointment. Details are available at the [Public Service Commission Lobbyist Disclosure Policy](#)
- 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](#).
- Hepatitis B vaccination or proof that you are not susceptible to hepatitis B is a condition of employment for all staff that will have direct contact with patients of who in the course of their work may be exposed to bodily fluids/blood or contaminated sharps.
- It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment ([Health Employment Directive No. 01/16](#)):
 - measles, mumps, rubella (MMR)
 - varicella (chicken pox)
 - pertussis (whooping cough)
 - hepatitis B

- tuberculosis

NOTE that subsequent evidence must be provided of future vaccination in respect of pertussis (whooping cough) as recommended in *The Australian Immunisation Handbook*.

- Travel may be a requirement.
- Applications will remain current for 12 months and may be considered for other vacancies which may include an alternative employment basis (temporary, full time, part time).

Organisational Chart

CHQ Facilities & Capital Infrastructure

As at 18/05/2022

F&CI supports statewide operations including building engineering maintenance across all facilities, asset management and capital investment, capital infrastructure delivery, property and leasing, FM contract management, and the infrastructure programs. F&CI manages over \$1.5 billion in statewide building infrastructure assets including the QCH hard FM service contract and delivers over \$12.0 million in building maintenance and improvements annually as well as managing \$60 million in the building infrastructure works program.

