



## Principal Project Officer

<b>Job Ad Reference:</b>	MSTP571506		
<b>Status:</b>	Permanent / Temporary – Full Time / Part Time <i>(Future vacancies of a temporary, full time or part time nature may be accommodated within this role)</i>		
<b>Unit/Department:</b>	Service Expansion, Strategy and Planning, Metro South Hospital and Health Service		
<b>Location:</b>	The position will be primarily based at Garden City Office Park, Eight Mile Plains, Metro South Hospital and Health Service, as well as: <ul style="list-style-type: none"> <li>▪ QEII Hospital, Coopers Plains, Metro South Hospital and Health Service, or</li> <li>▪ Princess Alexandra Hospital, Woolloongabba, Metro South Hospital and Health Service</li> <li>▪ Redland Hospital, Cleveland, Metro South Hospital and Health Service</li> <li>▪ Logan Hospital, Meadowbrook, Metro South Hospital and Health Service</li> </ul> <i>(This position may be required to work across other areas of Metro South Health.)</i>		
<b>Contact:</b>	Tracey Brook (07) 3564 0031	<b>Salary range:</b>	\$5214.20 to \$5595.80 per fortnight \$68.60 to \$73.62 per hour
<b>Classification:</b>	A07	<b>Closing date:</b>	Friday, 28 February 2025
<b>Online applications:</b>	<a href="https://metrosouth.health.qld.gov.au/job-vacancies">https://metrosouth.health.qld.gov.au/job-vacancies</a>		

**\*\*Applications from third parties will not be accepted\*\***

### Purpose of the role

The role of the Principal Project Officer is to support and contribute to the development and implementation of health infrastructure planning, operational commissioning, and/or portfolio management activities for complex and high-value capital projects.

This role will work collaboratively with the Project Manager to plan and support the delivery of enhanced public health infrastructure for the Metro South Community ensuring project activities are delivered on budget and in accordance with project objectives.

### Your key responsibilities

- Lead and participate in flexible team structures that comprise staff from across Metro South Health and external partners to achieve specified project outcomes that reflect project goals and objectives.
- Provide assistance to the Project Manager in leading and managing projects of significant scope and strategic importance to a high quality.
- Implement appropriate project management techniques, methodologies, and tools to ensure quality project outcomes are delivered on time and on budget.
- Undertake and/or provide advice on project management activities including operational commissioning plans; formal project plans (and other plans as required); supporting documentation, records, and registers (including schedules, risk and issue registers, impact and readiness assessments, lessons learnt and benefits realisation).
- Deliver and/or provide advice on readiness and operational commissioning activities in line with corporate and government policies and directions, including:
  - Developing evidence-based models of care, models of service delivery and workforce plans for clinical and non-clinical services.
  - Development of operational briefs
  - Reviewing business processes, policies, and procedures
  - Design and Furniture, Fitting and Equipment (FFE) reviews and testing.
  - Relocation, staging and decanting plans.
  - Staff training and orientation.
  - Move planning and logistics.
  - Defects management



- User acceptance testing – clinical, BEMS/BTS
- ICT end-to-end tests
- Functional and operational testing of clinical and non-clinical equipment and systems
- Scenario testing
- Operational readiness assessments.
- Decommissioning.
- Prepare business cases, tender documentation, reports, submissions, briefing notes and ministerial correspondence as required in accordance with MSH and Queensland Government policies and frameworks.
- Manage, monitor, and report on project plans, progress, budget forecasts and expenditure against allocated project funding.
- Proactively identify and manage risks and issues and develop treatment/resolution plans, exercising influence to achieve results and escalating through project governance as required.
- Facilitate lessons learnt processes to ensure continuous improvement.
- Manage and coordinate advisors and/or consultants in the development of project activities to deliver scope of works, project deliverables ensuring timeframes and budget are met.
- Communicate and engage with key stakeholders (internal and external) representing MSH throughout the project lifecycle facilitating effective communication to achieve best project outcomes.
- Provide project support (i.e., secretariat activities) to governance and/or user groups as required.
- Contribute to continuous improvement by identifying opportunities to modify practices, procedures and processes, technologies, and strategies to achieve the objectives of the team.
- Ensure patients and other staff are treated fairly and with mutual respect and understanding, regardless of cultural, religious, ethnic, and linguistic backgrounds.
- Follow defined service quality standards, occupational health and safety policies and procedures relating to the work being undertaken to ensure high quality, safe services, and workplaces.

## Mandatory qualifications, professional registration and other requirements

- Whilst not mandatory, a relevant qualification would be well regarded, for example project management or clinical redesign, or previous experience in a health infrastructure environment.
- This position requires the incumbent to operate a class C motor vehicle, and an appropriate license endorsement to operate this type of vehicle is required. Proof of this endorsement must be provided before commencement of duty.
- **Vaccine Preventable Disease (VPD):** 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

## Are you the right person for the job?

How we do things is as important as what we do, therefore within the context of the responsibilities described under 'Your key responsibilities,' the ideal applicant will be someone who can demonstrate the following:

<b>Project Management</b>	Demonstrated high level project management skills including the ability to lead project management activities within time and budget constraints. High level of achievement in leading, managing and completing complex clinical redesign, operational commissioning, infrastructure planning, capital projects in ambiguous and demanding environments.
<b>Communication/stakeholder management</b>	Demonstrated high level 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 and achieve outcomes.
<b>Leadership</b>	Demonstrated ability to monitor trends, identify and analyse problems, develop, and implement solutions or strategies and to exercise initiative and responsibility.

	Demonstrated ability to work autonomously and within a multidisciplinary team environment to effectively contribute to work unit and organisational priorities.
<b>Organisation and planning</b>	Demonstrated highly developed organisational skills and high-level ability to undertake multiple concurrent projects, set priorities, manage competing priorities, coordinate activities, and monitor and report on the progress of key project activities.
<b>Planning/Technical</b>	Demonstrated knowledge or the ability to acquire knowledge in operational commissioning, infrastructure or health planning, governance frameworks and government policy within a health service environment.

## How to apply

Please provide the following information to the panel to assess your suitability:

- A short written response (maximum 1-2 pages, dot points acceptable) on how your experience, abilities, knowledge and personal qualities would enable you to achieve the key responsibilities and meet the skill requirements of the role.
- Your current CV or resume, including two referees. You must seek approval prior to nominating a person as a referee.
- Late applications cannot be submitted online. For a late application to be considered, please arrange approval and submission via the contact person.
- 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.
- 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](#).

## We are Metro South Health

We are the major public healthcare provider for Brisbane's south side, Logan, Redlands and the Scenic Rim. We operate five major hospitals and a range of community, specialty and state-wide healthcare services. We are renowned for teaching and research excellence.

We are truly dedicated people who care about our community. We come to work to make a difference. We save lives, changes lives and make the world a better place. We overcome the many challenges that come our way by going above and beyond and achieve the best possible outcomes by working together. We are bold, innovative, collaborative, inspiring.

We are part of and proud of the community we serve. We are *better together*.

## Our values

**Our values of Integrity, Compassion, Accountability, Respect, Engagement and Excellence**, shape our culture. Our values guide our day-to-day decision making and are fundamental to what we care about as a health service, how we behave, how we interact with each other and provide care to the many patients who come through our doors every day.



**INTEGRITY**

We are authentic, truthful, and transparent, and strive for equity for all.



**COMPASSION**

We care for one another and ourselves with empathy, kindness and support.



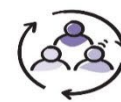
**ACCOUNTABILITY**

We are accountable for our decisions, actions and behaviour.



**RESPECT**

We foster an environment of safety, civility, and inclusion.



**ENGAGEMENT**

We are one team working together to achieve our best outcomes.



**EXCELLENCE**

We empower each other and inspire innovation to deliver excellence.

## Diversity and inclusion

We are the most culturally diverse area of Queensland with 28.5% of the community born overseas and 16% from non-English speaking countries. Our employees proudly reflect the community in which they work. At Metro South Health 20.5% of staff identify as coming from non-English speaking backgrounds.

Having a workforce that reflects and understands the needs and expectations of our community is important to delivering safe, kinder, and more inclusive care.

We recognise our strength comes from the diversity of our people and so we encourage people of all genders, ethnicities, ages, abilities, languages, sexual orientation and family responsibilities to apply.

We are committed to creating a diverse and inclusive workplace for our people and our community.

## Flexible working arrangements

Metro South Health supports and encourages work-life balance for the mutual benefit of Metro South Health and its employees. Work-life balance is about a person's ability to manage their paid work commitments with their career goals, personal, community and cultural responsibilities. Through flexible working arrangements such as leave, flex time accrual or a reduction in working hours, there is an opportunity to match the individual's requirements with those of the workplace – delivering quality health services.

## Additional information

For further information about this opportunity and the benefits and conditions of working at Metro South Health please refer to the **Information for Applicants** document attached with this SmartJobs advertised vacancy.

## Team structure

