

POSITION DESCRIPTION

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Position Title	Project Manager, Strategic Projects		
Location	Richmond	Employment status	TBC
Reports to	TBC	FTE	TBC
SIGNED		DATE	
Position Purpose:	<p>The Project Manager, Strategic Projects, is responsible for developing and implementing new programs approved by the RFDS Victoria Executive Leadership team. Projects may range from transport services, new health services, fundraising initiatives and volunteer led programs.</p> <p>This role will work across multiple areas of RFDS Victoria to develop project scope and objectives and ensure technical feasibility. The role will manage projects from design through to completion by liaising and building strong working relationships with internal and external stakeholders, including coordination of project Steering Committees and working groups.</p> <p>As the Project Manager will work on new programs, they will need to take a continuous quality improvement approach to ensure the program delivers services that are timely, safe and cost effective. A focus on planning, client liaison and stakeholder relationship management will be required.</p> <p>The Project Manager will ensure that processes developed for the program align to RFDS Victoria's frameworks for Clinical Governance, Risk Management and Quality Management.</p> <p>There is a requirement for travel to regional and rural locations from time to time.</p>		
	<p>Workplace Involvement</p> <p>Actively promote a positive public image of RFDS Victoria among our volunteers, health care practitioners, collaborators and at public events as required.</p> <p>Actively engage with colleagues and participate in workplace activities as appropriate.</p> <p>Demonstrate the organisation's agreed values through actions.</p>		

Position Tasks and Responsibilities	<p>Prepare business cases, project plans and budgets for the development, implementation, delivery and evaluation of each specific program</p> <p>Review and update the project plan to achieve approved project deliverables and timelines</p> <p>Coordinate internal resources and third parties/vendors for project execution</p> <p>Identify risks, constraints and dependencies to enable successful delivery within agreed timeframes</p> <p>Create and maintain comprehensive project documentation</p> <p>Develop and manage procedures and protocols for each new program and ensure that they reflect best practice</p> <p>Evaluate the effectiveness of the programs and provide reports on a regular basis, including progress against agreed parameters and desired outcomes</p> <p>Establish and maintain highly consultative and collaborative stakeholder relationships to support the design and delivery of the program</p> <p>Liaise with Marketing and Fundraising staff to develop necessary program promotional and educational materials</p> <p>Prepare written reports, articles and presentations as required for stakeholders including funders and research relevant information</p> <p>Attend and contribute to relevant committees and associations, conferences and events as approved and directed</p> <p>Provide or direct Program personnel to provide data, written analysis and reports in relation to program</p> <p>Drive program improvements to ensure the service delivered is safe, client centred and cost effective</p> <p>Facilitate the recruitment, training and management of all staff and/or volunteers of the program as required</p> <p>Ensure the RFDS's health and safety compliance standards are met at all times.</p>
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Working Relationships:	<p>Internal</p> <p>Marketing & Fundraising Team Primary Health Care Team Mobile Patient Care Team Corporate Services Team Executive Leadership Team Operational Management Team</p> <p>External</p> <p>Peak bodies relevant to each program Clients, carers and health professionals GP clinics and Healthcare facilities Local councils Department of Health and Human Services</p>
Qualifications and Experience:	<ul style="list-style-type: none"> • Qualifications or extensive experience in health and/or project management • Project management skills, including experience in developing, implementing and evaluating projects successfully and within agreed budget, scope and timeframes. • Experience coordinating and facilitating stakeholder engagement activities, consultation and other initiatives in a community and/or health care setting • Ability to manage changing priorities • Experience in the training and management of volunteers (desirable) • Excellent computer skills • The ability to travel as required
Skills, knowledge, mandatory requirements and competencies	<ul style="list-style-type: none"> • Strong planning and monitoring skills • Ability to manage multiple expectations and priorities of all stakeholders • Well-developed analytical and problem solving skills • Strong communication and interpersonal skills • Current drivers licence, police check and Working With Children Check • Clinical background desired • Enthusiasm for developing ideas and taking initiative

Workplace Health and Safety	<ul style="list-style-type: none"> • Take reasonable care for own health and safety • Take reasonable care for the health and safety of others including the implementation of risk control measure within their control to prevent injuries or illnesses • Comply with all reasonable instruction to safeguard their health and safety • Cooperate with any reasonable RFDS policies and/or procedures including the reporting of OH&S hazards or incidents
Organisational Values and Code of Conduct	<p>All Royal Flying Doctor Service of Victoria employees are mutually responsible for the success of the organisation. The organisation is committed to creating an environment in which all employees can realise their full potential. In return all RFDS Victoria employees are expected to make contributions that positively impact our customers, our patients, our communities, our business and each other.</p> <p>This includes:</p> <ul style="list-style-type: none"> • Conduct to the highest degree of ethics and integrity • Creative thinking and openness to new challenges • Appreciating diversity in the workplace and treating everyone with courtesy and respect • Effective communication, which is open and honest • Modelling best practice and leadership <p>Our organisational values are detailed in the 'Vision 2020' Document and our Induction Handbook.</p>