

Role Description

Role Title:	Project Officer, Mater Hospital Springfield Stage 2 (MHS2)
Division/Hospital:	Development and Property
Department/Unit:	Major Projects
Date Created/Reviewed:	27/08/2024
Reports To:	Director, Operational Commissioning & FFE
Level of Accountability:	Team Member
Availability:	
Internal relationships:	

Role Purpose

The Project Officer is responsible for the management of the Operational Readiness Project Team, including provision of high-level confidential administrative support to the General Manager MPHS/MHS2, the Director Operational Commissioning & FFE and other senior project team members. The role is critical in ensuring the Operational Readiness Project Team runs effectively and efficiently, by supporting the team members and being a key contact and liaison point for internal and external stakeholders. Additionally, this role will coordinate the design and implementation of multiple key project deliverables including but not limited to, art and heritage, signage and wayfinding and transition planning activities. Building strong relationships, both internal and external to the team, will be necessary for the success of the role.

Behavioural Standards

This role requires the incumbent to adhere to the Mater behavioural standards including the Mater Mission, Values, Code of Conduct, Mater Credo as well as any other relevant professional and behavioural standards, translating these into everyday behaviour and actions, and holding self and others to account for these standards.

Role Level Accountabilities

This role is responsible for fulfilling the following accountabilities:

Self-Accountabilities: For all Mater people

My Behaviour	<ul style="list-style-type: none"> I role-model the values in the way I behave towards others and adhere to organisational behavioural standards at all time I translate mission into practice in my behaviour and actions
My Role	<p>I am accountable for ensuring that:</p> <ul style="list-style-type: none"> I am clear on the tasks and accountabilities that are associated with my role I fulfil any mandatory/professional competency requirements I contribute to, and sign off on, my performance objectives and development plan I request regular feedback from my manager in order to meet target performance expectations throughout the year I carry out my development plan I make an active contribution in my role as a team member
Safety and Quality	<p>I am accountable for:</p>

	<ul style="list-style-type: none"> contributing to safe and quality patient/student care and employee safety on every occasion by adhering to the relevant legislation, standards, policies and procedures contributing my part to 'zero harm' for staff, and 'zero preventable harm' for patients
Client Experience	<p>I am accountable for:</p> <ul style="list-style-type: none"> contributing to the positive experience of student, patients and visitors to MHS in everything that I do providing information to students, patients, carers and consumers that is evidence based, useful and meaningful to them
Continuous Improvement	<ul style="list-style-type: none"> I am accountable for recognising inefficiencies in my role and raising them with my Manager
Reputation	<ul style="list-style-type: none"> I am accountable for representing MHS and being a champion of all that is great about working at Mater

Role Specific Expectations

- Promote the philosophy of healthcare and the values of Mater.
- Be highly motivated and achievement and action oriented, to ensure the project priorities are achieved within resource and time limitations and achieve expected outcomes.
- Manage, organise and provide confidential secretarial and administration support to the General Manager of MPHS/MHS2 and the Director, Operational Commissioning & FFE
- Project support to assist with change management, design and implementation planning and processes.
- Kronos timesheet management for the team.
- Guidance to lower-level positions.
- Coordinate coding of invoices relative to the Operational Commissioning deliverables for the project.
- Participation in orientation of new starters.
- Develop and maintain documentation of project specific internal processes.
- Lead design and implementation initiatives of multiple key project deliverables including but not limited to; art and heritage, signage and wayfinding and transition planning activities.
- Coordinate and input into Operational Commissioning planning including inputting all key tasks into programme and ensuring team are meeting targets.
- Assist with logistics planning and implementation for the installation and commissioning of all Group 3 Furniture, Fixtures and Equipment (FFE) under guidance of the FFE Project Team.
- Undertake filing, word processing, copying and binding documentation, ensuring a high standard of accuracy and adopting appropriate layout procedures.
- Establish and maintain effective records management and project systems within the office.
- Document control and distribution as required.
- Filing and Archiving of all project related Hard and Soft copy Reports, Drawings, Contracts, Certificates and other documents required for reference and retrieval.
- Establish and maintain effective records management and project systems within the office to ensure optimum administrative support to staff.
- Process project administration paperwork and track progress through system.
- Administer project office IT Systems including troubleshooting software problems, managing IT support (organising maintenance and coordinating service providers) and the provision of day to day support/training in software to project staff.
- Provide coordination of meetings and functions on behalf of the project team.
- Prepare necessary support documents, materials and facilities for meetings, including preparation of agendas, and recording and distribution of confidential minutes. Attend meetings when required.
- Manage the Operational Commissioning budget, monitoring and expenditure against budget.
- Be proactive in problem solving, particularly where situations arise where there may not be precedents and set procedures have not been defined.
- Other duties as required by the General Manager of MPHS/MHS2 and the Director, Operational Commissioning & FFE.

Qualifications and Experience

Essential qualifications:

- Nil

Essential Experience:

- Previous experience in secretarial/administrative duties in a project environment.
- Previous experience working as part of or alongside a project team.
- Demonstrated understanding of project milestones and deliverables.
- Experience in maintaining project plans and documentation.
- Proficient keyboard/data entry skills.
- Proficient in Microsoft Word, Excel, Outlook and PowerPoint.
- Understanding and ability to develop skills in Adobe Acrobat (read and write capabilities).
- Excellent customer service skills.
- Excellent communication and interpersonal skills.
- Excellent written communication skills.
- Knowledge of or the ability to learn computer programs pertaining to the area i.e. Smartsheet, MS Visio, and MS Project.