

Position Description

Position title:	Project Officer
Department:	Strategy, Planning and Performance
Classification:	Admin Officer Grade 5 Level 1 – 5 (A051 – AO55)
Agreement:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
Reporting to:	Director Strategy, Planning and Performance

About us

Located in Melbourne on the traditional lands of the Wurundjeri people of the Kulin Nation, the Royal Women's Hospital is Australia's first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynaecology, assisted reproduction, women's health and cancer services. We advocate for women's health in areas that have long been overlooked or stigmatised, including abortion, endometriosis, family violence, female genital mutilation, menopause, women's mental health, sexual assault and substance use in pregnancy.

Our vision, values and declaration

The Women's vision, values and declaration reflect our promise to our patients and consumers, and articulate our culture and commitment to our community and each other.

Our vision is '**Creating healthier futures for women and babies**'. Our values are:



Courage



Passion



Discovery



Respect

The Women's declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture.

- **We are committed to the social model of health**
- **We care for women from all walks of life**
- **We recognise that sex and gender affect health and healthcare**
- **We are a voice for women's health**
- **We seek to achieve health equity**

Our commitment to inclusion

The Women's is committed to creating and maintaining a diverse and inclusive environment which enhances staff and consumer wellbeing, and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a range of programs and services to support First Nations employees. We invite people with disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

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About the department/unit

The Strategy, Planning and Performance team is responsible for the development, implementation and evaluation of the Women's Strategic Plan (including refreshing for 2026-2030), the organisational Annual Business Plan, and the Strategic Service Plan 2035. The team develops these strategies and plans through consultation with our clinical and operational leaders and staff, consumer and volunteers, with our Executive and Board. We report on these various strategies and plans to demonstrate progress toward our vision and purpose including any recommendations set out by these documents.

The team also includes a number of in-house Project Managers who work to support the planning and implementation of significant organisational projects linked to our Strategy and priorities in our Annual Business Plan; these can include service model redesign projects and operational improvement projects.

The team sits within the Clinical Excellence & Systems Improvement Directorate, alongside the Quality and Safety team, and the Women's Capital Development Program team.

Position purpose

As part of a small but dynamic team, the Project Officer will support a range of strategic business initiatives through activities including policy research, environmental scans, qualitative and quantitative analysis, support and preparation for consultation and workshop facilitation.

We are looking for someone with strong communication and people skills, excellent at building relationships, critical thinking and problem solving skills, adaptive style and the ability to handle multiple initiatives at once. Your role plays an integral part in the organisation, enabling us to support our vision of *creating healthier futures for women and babies*.

Key responsibilities

Professional practice

- Undertaking external environmental scans and contributing to the development of reports and materials to ensure the Women's is up to date with key external trends
- Preparation of meeting papers and packs for executive and board level audiences
- Supporting planning, scheduling and delivery of consultation and stakeholder engagement activities
- Leading facilitation of smaller scale team sessions as required
- Coordinating the collection of data and development of Executive and Board level quarterly reporting against the Strategic Plan and the Annual Business Plan
- Facilitating preparation and coordination of Annual Business Planning process to gather and organise inputs from various teams within the organisation
- Developing and maintaining relevant project documentation (including: status reports, risk/issue registers, project management reports, schedules, etc.) throughout the lifecycle of projects.
- Undertake other ad hoc tasks and projects as directed
- Proficient use of key applications including Word, PowerPoint, Excel, MS Teams, MIRO, and Trello to create and format appropriate documentation including project plans, reports, correspondence, project minutes and other written materials.

Communication and teamwork

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- Build robust and positive working relationships with key stakeholders, including working with them to understand their role in Strategic Plan implementation and delivery
- Build effective relationships with the team along with broader Women's staff and external stakeholders and maintain a professional approach to all interactions

Key Performance Indicators (KPI's)

KPI's are how you will be measured as meeting the responsibilities of the position. These will be set with you as part of your Performance Development Plan within the first six months of your appointment to the position.

Key selection criteria

Experience/qualifications

Essential:

- Ability to learn quickly and adapt to a dynamic environment, solving problems and building successful collaborative relationships with internal and external stakeholders to ensure they are part of the solution.
- Ability to manage incoming work with competing priorities, meet deadlines, and advanced attention to detail and accuracy in all activities.
- Excellent verbal and written communication skills to produce and present business-related documentation including data visualisation and compelling presentation decks and written reports.
- Ability to identify and propose effective solutions to problems through proactively seeking information needed to resolve work problems.
- Ability to digest/synthesise large volumes of information (quantitative and qualitative) to identify and understand problems and associated potential solutions
- Previous experience in the coordination, analysis and reporting of complex data, as well as experience with coordinating high profile projects.

Desirable:

- Experience in a similar role in the health sector, government, consulting or other 'for purpose' agency and/or
- Professional qualification such as in public health; health sciences, health services administration, project management, business administration or equivalent experience working in a similar role.

Attributes:

- Embodies the Women's values of courage passion discovery and respect
- Reliable and able to maintain confidentiality
- Attention to detail and able to balance conflicting and competing priorities
- Ability to think ahead and be proactive with a can do attitude and energy
- Demonstrates a high degree of initiative, tact and diplomacy with well-developed interpersonal skills, works as part of a team by recognising individual differences and diversity
- Maintains a professional image and is resilient and composed under stress
- Actively supports change and contributes ideas and suggestions for continuous improvement

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Inherent requirements

Inherent requirements are the essential tasks and activities that must be carried out in order to perform this role, including with adjustments. The Women's is committed to providing workplace adjustments that support all people to work with us. We welcome you to discuss any adjustments with the manager of this role during the recruitment process or at any time during your employment, as we acknowledge and understand circumstances can change. You can also request a copy of our workplace adjustments procedure for more information.

Physical demands	Frequency
Shift work – rotation of shifts – day, afternoon and night	n/a
Sitting – remaining in a seated position to complete tasks	Frequent
Standing – remaining standing without moving about to perform tasks	Frequent
Walking – floor type even, vinyl, carpet,	Frequent
Lean forward/forward flexion from waist to complete tasks	Rare
Trunk twisting – turning from the waist to complete tasks	Rare
Kneeling – remaining in a kneeling position to complete tasks	Rare
Squatting/crouching – adopting these postures to complete tasks	Rare
Leg/foot movement to operate equipment	Rare
Climbing stairs/ladders – ascending and descending stairs, ladders, steps	Rare
Lifting/carrying – light lifting and carrying less than 5 kilos	Rare
– Moderate lifting and carrying 5 – 10 kilos	Rare
– Heavy lifting and carrying – 10 – 20 kilos.	Rare
Push/pull of equipment/furniture – light push/pull forces less than 10 kg	Rare
– moderate push / pull forces 10 – 20 kg	Rare
– heavy push / pull forces over 20 kg	Rare
Reaching – arm fully extended forward or raised above shoulder	Rare
Head/neck postures – holding head in a position other than neutral (facing forward)	Rare
Sequential repetitive actions in short period of time	Rare
– Repetitive flexion and extension of hands wrists and arms	Rare
– Gripping, holding, twisting, clasping with fingers/hands	Rare
Driving – operating any motor-powered vehicle with a valid Victorian driver's license.	Rare
Sensory demands	Frequency
Sight – use of sight is integral to most tasks completed each shift	Prolonged / Constant
Hearing – use of hearing is an integral part of work performance	Prolonged / Constant
Touch – use of touch is integral to most tasks completed each shift	Rare
Psychosocial demands	Frequency
Observation skills – assessing/reviewing patients in/outpatients	n/a
Problem solving issues associated with clinical and non-clinical care	Prolonged / Constant
Working with distressed people and families	Prolonged / Constant
Dealing with aggressive and uncooperative people	n/a
Dealing with unpredictable behaviour	Rare
Exposure to distressing situations	Rare

Definitions used to quantify frequency of tasks/demands as above

Prolonged/constant	70 – 100 % of time in the position
Frequent	31 – 69 % of time in the position
Occasional	16 – 30% of time in the position
Rare	1 – 15% of time in the position
Not applicable	0% of time in the position

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Employee awareness and responsibilities

- Employees are required to be aware of, and work in accordance with, hospital policies and procedures.
- Employees are required to identify and report incidents, potential for error and near misses, to improve knowledge systems and processes and create a safe environment for staff and patients.
- Employees agree to provide evidence of a valid employment Working with Children Check and provide complete details for the Women's to undertake a Nationally Coordinated Criminal History Check (NCCHC).
- Our vision is a future free from violence and discrimination in which healthy, respectful relationships are the norm. The Women's expects all staff to contribute to a culture that promotes and supports diversity, equity, respect and inclusion.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to women.

Vaccination requirements

As this role has limited direct physical contact with patients and clinical environments, employees are required to be vaccinated against or demonstrate immunity to influenza, COVID-19, whooping cough (pertussis), chicken pox and MMR (measles, mumps, rubella).

Employment with the Women's is conditional upon the provision of satisfactory evidence of vaccination and/or screening, and we may withdraw an offer of employment if the required evidence is not provided at least five business days prior to the intended start date.

Declaration

By accepting this position description electronically I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.

Developed date: 14 August 2025

Developed by: Director, Strategy Planning and Performance

Date of next review: (12 months from now)

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