Position Description

Title	Project Administration Officer
Department	Chief Operating Officer Directorate
Classification	Administration Officer Grade 4 (AO41-AO45)
Agreement	Health and Allied Services, Managers and Administrative Workers (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2025-2027
Responsible to	Director, Operational Transformation

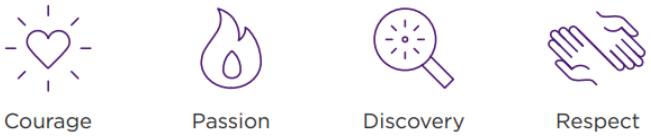
About us

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:



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.

Position purpose

The Project Administration Officer provides high-quality administrative, coordination and operational support to the Operational Transformation team. The role is responsible for maintaining project governance processes, coordinating meetings and reporting activities, managing project documentation and records, and ensuring accurate tracking of actions, decisions, milestones and project progress.

Working closely with Directors, Project Managers, Project Officers, Change Manager and key stakeholders, the Project Administration Officer contributes to the successful delivery of transformation, service improvement, organisational redesign and strategic initiatives by providing strong administrative, organisational and coordination support across multiple projects and programs.

Responsibilities & Major Activities

Duties will include, but are not limited to the following:

Project Administration and Coordination

- Provide administrative support across the Operational Transformation portfolio, including strategic, operational and service improvement projects.
- Support the Director, Change and Project Managers in planning, coordinating and monitoring project activities and deliverables.
- Coordinate project schedules, meetings, workshops, consultations and project-related events.
- Monitor project activities and follow up outstanding actions and deliverables with project team members.
- Assist in the preparation and distribution of project and change communications, reports and updates.
- Provide administrative support to transformation initiatives from initiation through to implementation and closure.

Governance and Project Management Support

- Coordinate governance activities including project meetings, working groups, steering committees and executive forums.
- Prepare and distribute agendas, meeting papers, governance packs and supporting documentation.
- Record accurate minutes, actions, decisions and outcomes arising from meetings.
- Maintain project governance registers, including action logs, decision registers and issue registers.
- Support compliance with project and change management methodologies, governance frameworks and reporting requirements.
- Contribute to the development and maintenance of templates, tools, standards and processes.

Project Tracking, Reporting and Controls

- Maintain project schedules, data integrity, milestone trackers, status reports and portfolio dashboards.

- Consolidate project information from the Director, Change and Project Managers for reporting purposes.
- Track progress against project and change deliverables, outcomes and reporting requirements.
- Monitor deadlines and support timely completion of project actions and reporting obligations.
- Prepare reports, presentations and briefing materials for leaders, committees and executive stakeholders.
- Support the collection and analysis of project performance information.

Document Control and Information Management

- Establish and maintain project filing systems, registers and document repositories.
- Ensure project documentation is appropriately stored, version controlled and accessible.
- Maintain project templates and governance documentation.
- Coordinate document reviews, approvals and publication processes.
- Ensure project records comply with organisational record management requirements.
- Support audit, compliance and reporting activities through effective document management practices.

Stakeholder and Team Support

- Act as a key administrative liaison between project teams and stakeholders.
- Provide responsive, professional and customer-focused support to project teams and leaders.
- Coordinate meeting logistics, venue bookings, technology requirements and stakeholder communications.
- Develop effective working relationships across clinical, operational and corporate service areas.
- Contribute to a collaborative, inclusive and high-performing Operational Transformation team environment.
- Provide administrative and coordination support to the Director, Change and Project Managers as required.
- Undertake other duties consistent with the classification and scope of the role.

Key Performance Indicators (KPI's)

Key performance measures are how you will be measured as meeting the responsibilities of the position listed above. These will be further discussed and finalised 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/attributes

- Relevant qualification in Business Administration, Project Management, Health Administration or a related discipline, or equivalent demonstrated experience.
- Demonstrated experience providing project coordination, governance or administrative support within a project, transformation or service improvement environment.
- Strong organisational, planning and information management skills with a high level of attention to detail and ability to manage competing priorities.

Essential:

- Demonstrated experience supporting projects, programs or governance functions in a complex organisational environment.
- Experience preparing meeting agendas, committee papers, minutes, reports and presentations.
- Demonstrated experience maintaining project documentation, registers, schedules, action logs, decision registers and reporting tools.
- Highly developed organisational and administrative skills, with the ability to manage multiple priorities and deadlines.
- Demonstrated ability to communicate, both verbally and in writing, in a clear, concise, professional and effective manner.
- Strong stakeholder engagement skills and ability to work collaboratively with multidisciplinary teams.
- High level proficiency in Microsoft Office 365 applications including Word, Excel, PowerPoint, Teams, SharePoint and CANVA.
- Demonstrated commitment to creating and role modelling safe, inclusive and respectful workplaces.

Desirable:

- Knowledge of project management methodologies, governance frameworks, and change management principles.
- Experience supporting organisational transformation, service redesign or change initiatives within the healthcare or public sector.
- Experience using project management and reporting platforms such as Microsoft Project, Planner or similar systems.

Organisational relationships

Internal relationships

- Chief Operating Officer
- Director, Operational Transformation
- Operational Transformation Project Team
- Administration Team
- Executive Board Chair and Board Directors
- Directors (Clinical and Non-Clinical)
- Managers (Clinical and Non-Clinical)
- Medical, Nursing, Midwifery and Allied Health
- People, Culture and Wellbeing Team
- Digital Informatics and Analytics Team
- Business Partners (e.g. People, Culture & Wellbeing, Finance, Quality and Safety, EMR - CAHIO)
- Systems Improvement Project Management Team

External relationships

- Department of Health
- Victorian public health services
- Health Service Partners

- Parkville Precinct Partners
- Universities and Research Partners
- Professional Bodies
- Consumer and Community Representatives
- External Consultants and Advisory Partners
- Consumer and advocacy organisations
- Relevant Unions

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	Not applicable
Sitting – remaining in a seated position to complete tasks	Frequent
Standing- remaining standing without moving about to perform tasks	Rare
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	
– Repetitive flexion and extension of hands wrists and arms	Prolonged/Constant
– Gripping, holding, twisting, clasping with fingers/hands	Prolonged/Constant
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	Constant
Hearing – use of hearing is an integral part of work performance	Constant
Touch – use of touch is integral to most tasks completed each shift	Constant

Psychosocial demands	Frequency
Observation skills – assessing/reviewing patients in/outpatients	Frequent
Problem solving issues associated with clinical and non-clinical care	Constant
Working with distressed people and families	Constant
Dealing with aggressive and uncooperative people	Not applicable
Dealing with unpredictable behaviour	Not applicable
Job demands – high workload, tight deadlines, and competing priorities	Not applicable
Exposure to traumatic or distressing content or situations – including handling sensitive information arising from patient records, patient care activities, incident reports, adverse events, or investigations of adverse events.	Not applicable
Role specific considerations Support is available for staff exposed to psychological risks. Any adjustments that may be required can be discussed with your manager.	

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

Employee Responsibilities and Accountabilities

- 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.
- We are committed to the safety, wellbeing and empowerment of all children and young people. We prioritise an environment where children are protected and heard. We commit to safeguarding the social and emotional wellbeing of First Nations children, understanding that their connection to country, culture, kin and community is critical to their safety.

Vaccination requirements

As this role does not have direct patient contact, employees are strongly encouraged (although not required) to be vaccinated against COVID-19, influenza, whooping cough (pertussis), chicken pox and MMR (measles, mumps, rubella).

Declaration

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

Developed date: November 2026

Developed by: Director, Operational Transformation

Date of next review: November 2027
