

Position Description

Senior Project Manager Capital Works & Infrastructure

Classification:	EX05 Executive Level 5 equivalent to Administrative Officer Grade 6 (HS6)
Business unit/department:	Capital Works & Infrastructure, Information & Services Directorate
Work location:	Austin Hospital ☐ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☐ Other ☐ (please specify)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2025-2027
	Choose an item.
	Choose an item.
Employment type:	Full-Time
Hours per week:	38
Reports to:	Director, Capital Works & Infrastructure
Direct reports:	Nil
Financial management:	Budget: Project Budget
Date:	May 2026

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

The Project Manager will report to the Manager of Capital Works and Infrastructure, or nominated delegate and will assist in the planning and manage the execution of the Capital Works and Infrastructure Projects in line with the agreed scope, budget and construction programme.

About the Directorate/Division/Department

Capital Works and Infrastructure are responsible for capital projects throughout the Austin Hospital (AH), Royal Talbot Rehabilitation Centre (RTRC) and the Heidelberg Repatriation Hospital (HRH).

Capital developments and regenerations provide an appropriate environment for the patients, staff and visitors which enable Austin Health to deliver the health care and strategic objectives of the organisation.

The Capital Works & Infrastructure Department is located at the Austin Hospital and Heidelberg Repatriation Hospital. This position is based at either the Austin Hospital or at the Repatriation campus; however, there is a requirement to travel to other sites for business purposes.

Position responsibilities

Role Specific:

- Provide end-to-end project management, including co-ordinating consultant appointments, developing client briefs and schematic designs, and managing construction delivery including contractors, budget, programme, and stakeholder reporting.
- Support the design process and preparation of tender, approval, and contract documentation, incorporating appropriate construction methodologies and contingencies.
- Contribute to feasibility-stage cost planning, including preparation of Opinions of Probable Cost, and collaborate with consultants and contractors to establish and refine project budgets.
- Continuously monitor project performance (time/cost/quality/compliance/business continuity) and ensure early action and escalation of issues to ensure business impact is minimised.
- Undertake procurement in accordance with Victorian legislation, AH policy and procedures including obtaining job numbers for new projects, seeking quotations, preparing recommendations, and obtaining approvals prior to commencing works.
- Be familiar with Austin's standard contracts and perform the role of Superintendent to external consultant's contracts and on construction contracts up to \$200K.
- Support Finance (Accounts Payable) by managing requisitions, processing invoices accurately and on time, and maintaining oversight of cost data and capital works accounts.
- Ensure the external consultant team and appointed contractors comply with hospital contractor management, capital works and facilities management policy and procedures.
- Ensure all contractors meet Austin Health OHS compliance requirements and undertake a site-specific induction.
- Obtain building permits and occupancy permits where required by the National Construction Code.
- Undertake daily project and administrative duties such as co-ordinating meetings, taking minutes, organising room bookings, distributing agendas and filing of project records.
- Liaise with Facilities Maintenance, Information Technology, Infection Control and other stakeholders to ensure works which require Austin Health action are completed in accordance with programme timelines.
- Co-ordinate commissioning activities including operational commissioning and the building inspection and handover process.
- Co-ordinate identification and rectification of defects prior to and post completion in conjunction with consultants where appointed.
- Ensure receipt and archiving of operating & maintenance manuals, as-builts, asset management plans and fire handbooks in Austin Health's document management system project records and document management.
- Establish appropriate reference/planning groups to provide organisational and stakeholder engagement, representation and consultation throughout project delivery and occupancy planning.
- Represent Austin Health on project governance committees (PCG and Reference Groups) where required, ensuring that project outcomes meet the agreed expectations of Austin Health Board, Executive, patients, consumers and partners.



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- Run progress meetings, develop status reports, and deliver presentations as required.
- Develop processes that ensure the delivery of fit for purpose facilities, equipped and finished to the agreed quality level.
- Proactively liaise with Facilities Maintenance to establish infrastructure needs and incorporate into the design phase of the project. Ensure that Facilities Maintenance are engaged in commissioning witness testing and project handover following the defect liability period.
- Coordinate inputs and development of funding submissions for the various grant programs offered by DHHS / VHHSBA such as; Engineering Infrastructure Replacement Program (EIRP), Medical Equipment Replacement Program (MERP), Violence Prevention Program, and others as directed.
- Provide professional advice and technical support to the Chief Executive Officer the Executive team and the Director and Deputy Director, Capital Works and Infrastructure.
- Team leaders will collaborate to review and update the CWI process on a bi-yearly basis. Process reviews are to occur in May and November every year.
- Collaborate with other team leaders to undertake Performance Review and Development reviews for all team members as required/yearly.
- Assist with delivery and management of Team Leader Portfolios.
- Undertake other duties that would be appropriate to the position.
- Support the CWI Team Leaders in managing the following portfolios:
 - Best practice and compliance
 - Work Health and Safety / Management of iPro and contractor compliance
 - Due diligence and design
 - Training and Development
 - Stakeholder satisfaction
 - Consultant and contractor performance management

All Employees:

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Hub):
<http://eppic/>
- Report incidents or near misses that have or could have impact on safety
 - participate in identification and prevention of risks
- Comply with the Code of Conduct

Selection criteria

Essential skills and experience:

- Previous experience in a facility management, project management or construction management role including demonstrated ability to work to tight timeframes, manage competing demands and maintaining strict confidentiality when dealing with sensitive issues.
- Experience delivering infrastructure and plant replacement projects in operational environments.
- A sound understanding of the project lifecycle, from concept to completion with an ability to lead the project team to a successful outcome, with the ability and skills to adapt to each project phase
- The ability to interpret architectural, structural, civil and services drawings, cross reference



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them to each other and access buildability as part of the pre tender evaluation process.

- Ability to review shop drawings to access buildability and functional issues, in conjunction with the Project Consultants.
- Ability to understand and identify construction detailing issues and to work with Consultants to find a suitable resolution.
- Good understanding of construction principles and procedures.
- Sound construction product knowledge with ability to keep up to date with industry advances and practices.
- Possess basic space planning and drawing skills to enable the transfer of ideas to operational staff
- Excellent interpersonal, communication and liaison skills including the ability to work within a team to deliver projects. This includes working with internal stakeholders and building professionals such as consultants, architects, superintendents, building contractors, building surveyors etc.
- Understanding of OH&S regulations and obligations including ability to evaluate construction risks using a risk matrix approach, review risk assessments prepared by others and complete site-specific inductions.
- Understanding of compliance requirements including building regulations, building permit processes, Essential Safety Measures in buildings and disability access design and related standards (AS1428.1).
- Strong financial acumen and cost control skills. Experience in managing project/programme budgets.
- Understanding of construction contracts, Security of Payments Act and Ministerial Directions for Public Construction.
- Experience in managing small teams desirable, but not essential.
- Understanding of building services (fire, mechanical, electrical, hydraulic, civil, lifts etc.)
- Demonstrated proficiency in computer skills (Microsoft Project, Word, Outlook, and Excel).
- Highly developed planning, negotiating and organisational skills
- Highly developed written communication skills, including the ability to draft non-routine correspondence

Desirable but not essential:

- Experience in using procurement ordering systems.
- Experience in the public service or health care industry.
- Experience in dealing with public authorities and service utility companies.
- Advanced Autocad and Sketchup skills and ability to provide simple construction drawings.

Professional qualifications and registration requirements

- Qualifications in Construction (trade background will be considered)
or
- Qualifications in Engineering (Electrical, Mechanical, Fire, Hydraulic)
- Work Health and Safety – Certificate IV preferred.



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Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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