

Position Description

Project Manager Cerner Mobility

Classification:	Executive level 5 equivalent to Administrative Officer Grade 5
Business unit/department:	EMR Services
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:	Fixed-Term Full-Time
Hours per week:	38
Reports to:	Lynne Keith
Direct reports:	Nil
Financial management:	Budget:
Date:	08/26

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 is responsible for the end-to-end delivery of a 12-month project to pilot the Cerner Mobility solution.

The role will lead planning, implementation, testing, change management, and evaluation of the Cerner pilot with selected medical units.

About the Directorate/Division/Department

The Department provides a wide range of Information Communication and Technology (ICT) and Electronic Medical Record (EMR) Services to Austin Health staff.

ICT and EMR Services is grouped into the following functional streams:

- ICT Services
- Infrastructure Services

- Application, Integration Services
- Strategy Engagement and Project Services
- EMR services

The ICT and EMR environment include business critical information systems and multi-campus data and telecommunications networks. It supports over 8,000 staff, computers, applications, Microsoft Windows, Unix servers and multiple database products and telecommunication devices.

EMR services office is located at the Austin Campus, however staff are required to work across all Austin Health campuses as required. The EMR team strives for a positive collaborative environment built on trust. They work towards collective decisions, and they are held accountable for outcomes.

Position responsibilities

- Lead the planning and execution of the Cerner Mobility and renal dialysis workflow digitisation project in accordance with approved scope, timeline, budget, and governance frameworks.
- Develop and maintain project artefacts including Project plan and schedule, Risk, issue, and dependency registers, Status reports and executive updates
- Benefits realisation and evaluation measures
- Ensure compliance with organisational digital health, clinical safety, privacy, and information governance requirements.
- Coordinate the configuration, build, testing, and deployment of Cerner Mobility workflows.
- Work with EMR, technical, integration, and vendor teams to ensure solution readiness and issue resolution.
- Oversee system and user acceptance testing, ensuring clinical sign-off prior to go-live.
- Lead change management activities to support staff readiness and adoption.
- Coordinate development and delivery of training and support materials in collaboration with clinical educators and digital health teams.
- Support pilot go-live activities, including hyper care and transition to business-as-usual support arrangements.
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- Build strong working relationships and ensure clear communication across clinical, operational, technical, and executive stakeholders.
- Manage vendor deliverables and dependencies in line with contractual and project requirements.
- Lead post-implementation review activities, including evaluation of outcomes, benefits, risks, and lessons learned.



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Selection criteria

Essential skills and experience:

- Proven ability to manage complex projects involving multiple stakeholders, competing priorities, and clinical risk.
- Strong stakeholder engagement and communication skills, with experience working directly with clinicians.
- Demonstrated capability in project governance, risk management, reporting, and executive communication.
- Understanding of healthcare privacy, data governance, and clinical safety principles.

Desirable but not essential:

- Experience leading digital workflow digitisation or paper-to-digital transformations.
- Knowledge of change management methodologies in clinical environments.
- Experience working within public health services.
- Demonstrated experience delivering digital health, EMR, or clinical system projects in a healthcare environment.

Preferred Professional qualifications

One of the following:

- Formal project management certification
- Health Informatics or Digital Health certification.
- Clinical qualification with demonstrated transition into digital health or EMR project delivery.

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:



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- 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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