

# Position Description

## Project Manager

<b>Classification:</b>	Administration Officer Grade 5 plus above award
<b>Business unit/department:</b>	EMR Services
<b>Work location:</b>	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input checked="" type="checkbox"/> Other <input type="checkbox"/> (please specify)
<b>Agreement:</b>	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
	Choose an item.
	Choose an item.
<b>Employment type:</b>	Full-Time
<b>Hours per week:</b>	38
<b>Reports to:</b>	EMR Services Manager
<b>Direct reports:</b>	Nil
<b>Financial management:</b>	Budget: nil
<b>Date:</b>	September 2025

Austin Health acknowledges the Traditional Custodians of the land on which Austin Health operates, 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 EMR Project Manager is responsible for leading the planning, execution, and delivery of Electronic Medical Record (EMR) and ICT projects while fostering innovation across clinical and operational domains. This role ensures EMR and ICT initiatives align with strategic objectives, improve patient care, and support digital transformation. The incumbent will also identify, evaluate, and implement innovative solutions that enhance healthcare delivery and operational efficiency.

### 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 and Unix servers and multiple database products and telecommunication devices.

The EMR services office is at the Austin Campus, but staff may work across all Austin Health campuses. 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 end-to-end project lifecycle including initiation, planning, execution, monitoring, and closure.
- Collaborate with clinical, technical, and administrative stakeholders to define project scope, goals, and deliverables.
- Develop and manage project plans, budgets, timelines, and resource allocations.
- Ensure compliance with health information standards, privacy regulations, and organizational policies.
- Facilitate change management, training, and communication strategies to support adoption.
- Monitor project risks and issues, implementing mitigation strategies as needed.
- Provide regular status updates and reports to executive leadership and governance committees.
- Identify emerging technologies and process innovations relevant to healthcare and EMR systems.
- Engage with internal and external stakeholders to explore opportunities for digital transformation.
- Pilot and evaluate innovative solutions, including AI, automation, interoperability tools, and patient engagement platforms.
- Promote a culture of innovation through workshops, ideation sessions, and cross-functional collaboration.
- Support grant applications, partnerships, and funding opportunities for innovation initiatives.
- Track and report on innovation outcomes, including ROI, clinical impact, and user satisfaction.

## Selection criteria

### Essential skills and experience:

- Proven experience in project management within healthcare or EMR environments.
- Strong understanding of EMR systems, clinical workflows, and health informatics.
- Demonstrated ability to lead cross-functional teams and manage complex projects.
- Excellent communication, stakeholder engagement, and change management skills.
- Experience in innovation, digital health, or technology implementation.

### Desirable but not essential:



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- Certification in project management (e.g., PMP, PRINCE2).
- Experience with agile methodologies and innovation frameworks.
- Knowledge of data analytics, interoperability standards in healthcare.

## Professional qualifications and registration requirements

- Relevant qualifications in health, IT, project management, or related fields.

## 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



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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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