

Position Description

Capital Works & Infrastructure Project Manager

Classification:	Administrative Officer Grade 4
Business unit/department:	Capital Works and Infrastructure
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:	40 (38+ADO)
Reports to:	Director, Capital Works and Infrastructure
Direct reports:	Nil
Financial management:	Budget: Allocated Project Funds
Date:	August 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 is responsible for all aspects of capital project delivery from concept to completion in accordance with the documented CWI project delivery process.

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) and outlying services.

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

Accountabilities for project delivery are as follows:

- Manage all aspects associated with defined projects. This position will be the conduit between the hospital and the construction team on the Emergency Department expansion project at Austin Hospital. Responsibilities will include the management of stakeholders to enable the continuity of construction works, whilst maintaining continuity of service in adjacent clinical spaces.
- Prepare Opinions of Probable Cost (OPC) to determine project estimates to be used by stakeholders in business case submissions.
- Procure, engage and manage external architectural, services, building surveyor, structural and acoustic engineers as required to define project scope, cost and design parameters.
- Actively manage external consultants so that project time, cost and scope requirements are met.
- Undertake workshops with key stakeholders to develop and understand the implications, restrictions, enabling elements and specific requirements of a project prior to the commencement of design development.
- In consultation with project stakeholders, establish programs that clearly identify project deliverables and milestones, including, but not limited to:
 - Each design phase, with appropriate allowances for investigation of existing infrastructure and associated due diligence.
 - Suitable construction time, taking construction methodology and level of risk into consideration.
 - Executive, Finance Resources Committee and Board approvals as per Austin Health's procurement policy.
 - Public procurement and forward notice requirements in consultation with Austin Health's Strategic Procurement team.
 - Holidays, construction sector ADO's and shutdown periods
 - Tender evaluation period
 - Suitable periods for documentation review, specifically at the end of DD and CD phases of the project (this should be undertaken in peer review sessions).
 - Stakeholder specific requirements
 - Contingencies for clinical requirements and operational continuity.
- Establish project budgets, as per the CWI process guidelines, and continually monitor and manage committed, invoiced and receipted financial activities. Project budgets must always align with AH's financial reporting system and must be a true and accurate account of the financial condition of the project.
- Manage procurement activities in accordance with AH's procurement policies and establish project procurement strategies in accordance with delegations and as per the CWI process document.
- Develop risk registers, project plans, communications plans, RACI model plans as required for a project, and as per the CWI process requirements.
- Manage the design process and preparation of documentation during design development and for tender.
- Manage the tender process for engagement of consultants and contractors and the execution and management of relevant contracts, according to the conditions of the contract.



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- Manage/facilitate tender evaluations as part of a project specific multidisciplinary team. Ensure that project requirements are met, that tenders are compliant and prepare Executive Sourcing Reports and/or FRC and Board reports for approval.
- Engage building contractors and manage the day-to-day requirements for the project, including liaison with stakeholders, service providers, clinical teams, and co-ordination of meetings, minute taking, facilitation of site meetings, distributing agendas and accurate filing of project records.
- Demonstrate expertise in problem solving complex construction issues.
- Apply understanding of services and rapidly develop an understanding of the AH sites. Apply knowledge of infrastructure services to develop suitable methodologies for delivery.
- Liaise with other AH teams including; Asset Services, Information Technology, Infection Control and Prevention and other health service stakeholders to ensure works which require AH action are completed in accordance with project timelines.
- Upon completion of the construction works co-ordinate the commissioning works, building inspections and manage the handover process as per the handover policy.
- Manage and co-ordinate the identification and rectification of defects prior to and post completion in conjunction with consultants where appointed.
- Ensure operating and services manuals, as-built documentation, asset management registers and plans and fire handbooks are handed to appropriate team and archived according to the CWI process requirements.
- Continually monitor project performance including Programme, budget, scope, quality, compliance, and business continuity. Ensure early action and escalation of issues so that impact is minimised.

Key Performance Indicators:

Project Management:

- Design and delivery quality standards are met or exceeded on a regular basis (project scope, budget and programmes are met).
- Evidence of best practice project and construction knowledge and application is apparent.
- Peer reviews and feedback indicate a high level of cross functional relationships are maintained.
- Timely and value add contributions are made to the monthly reporting.
- Duties and additional tasks are performed willingly with a consistent proactive attitude.
- Risks and challenges are identified and shared with management team in a timely and proactive manner.

Programme and Scope Management:

- Development of a detailed project programme at the commencement of a project and manage the project activities to ensure that the project progress aligns with the programme.
- In consultation with the project stakeholders, identify and manage scope and ensure it aligns with the project budget throughout the course of the project.

Financial and Risk Management:

- Project budget is managed strictly in accordance with AH's CWI project delivery process document and Austin Health's procurement policy.
- Reporting is on time and with sufficient detail.
- Budget issues will be escalated to management as soon as they occur, and an action plan provided for remediation of issues (value management, scope reduction etc.).



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Compliance and Quality:

- Compliance with all relevant policies, procedures, accreditation and statutory requirements.
- All reporting to governing bodies (eg: Department of Health) is accurate, transparent and always delivered in the time frame identified.
- Design development and Contract documentation is reviewed by the CWI PM upon completion by consultants to ensure alignment with scope and project requirements. The CWI PM will manage the update of the consultants to ensure that drawings are revised and returned in alignment with the project programme.
- Document version control management is applied in all circumstances.

All Employees:

- Comply with Austin Health policies & procedures as amended from time to time.
- Comply with the Code of Conduct and uphold our values, and diversity and inclusion commitments.
- Maintain a safe working environment for yourself, colleagues, and members of the public. Escalate concerns regarding safety, quality, and risk to the appropriate staff member, if unable to rectify yourself
- Comply with the principals of patient centered care.
- Comply with Austin Health mandatory training and continuing professional development requirements.
- Work across multiple sites as per work requirements and/or directed by management.

People Management Roles:

- Maintain an understanding of individual responsibility for safety, quality & risk and actively contribute to organisational quality and safety initiatives.
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs.
- Support staff under management to comply with policies, procedures and mandatory training and continuing professional development requirements.

Selection criteria

Essential skills and experience:

- 2-3 years' experience as a Project Manager or in a Contract Administrator role in the building sector, looking to transition to Project Management.
- Excellent stakeholder management skills. The successful applicant will be able to clearly articulate how they manage conflict, ambiguity, and develop and manage relationships with stakeholders who have differing priorities.
- Proven, practical experience in the delivery of building works in operational settings. The successful applicant will need to be able to clearly articulate how their experience translates to the tertiary hospital setting.
- Strong communication and presentation skills – both written and verbal.
- Demonstrated ability to evaluate multi-dimensional issues, think creatively about solutions, and prepare briefs to support decision-making.



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Desirable but not essential:

- Experience in a similar role in the Tertiary Health care environment.
- Autocad drawing skills – the ability to transform ideas onto paper that reflect stakeholder requirements.

Professional qualifications and registration requirements

- Construction or Project Management qualifications essential
- Cert IV in Work Health and Safety preferred.

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.



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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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