

Position Description

Project Director Emergency Department Expansion

Classification:	EX02/HS8
Business unit/department:	Information & Services/Capital Works
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☐ Other ☐ (please specify)
Agreement:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2025-2027
Employment type:	Fixed-Term Full-Time
Hours per week:	38
Reports to:	Chief Information & Services Officer
Direct reports:	3+
Financial management:	Budget: >\$200m
Date:	September 2026

We acknowledge the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri 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. We acknowledge the deep and enduring connection that First Nations Peoples have to this land, and we honour their strength, resilience, and leadership. We are committed to creating a culturally safe and supportive workplace where Aboriginal and Torres Strait Islander voices are heard, valued, and empowered.

Position purpose

The Project Director provides high-level strategic leadership, oversight, and delivery accountability for the end-to-end planning, construction, and operational commissioning of Austin Health's large-scale Emergency Department (ED) expansion and redevelopment

Operating at the intersection of critical health infrastructure, clinical operations, and complex construction management, this role ensures that a state-of-the-art emergency facility is delivered on time, within budget, and to premium clinical quality standards.

Crucially, the Project Director is responsible for maintaining uninterrupted, safe clinical care in the adjacent, fully functional hospital environment throughout a heavily phased construction timeline.

The Project Director will report directly to the Chief Services Officer.

About the Department

The Austin Hospital Emergency Department (ED) Expansion is a major health infrastructure project in Heidelberg, Victoria, designed to significantly increase critical care capacity for Melbourne's growing north-eastern suburbs.

The project is being delivered by the Victorian Health Building Authority (VHBA) in partnership with Built (the principal builder), Austin Health, and Mercy Health.

Key Project details:

- **Funding:** Supported by a \$275 million investment from the Victorian Government's 2024/25 State Budget.
- **Capacity Increase:** Once fully operational, the expanded ED will have the capacity to treat an additional 30,000 emergency presentations each year.
- **Timeline:** Main construction works commenced in January 2026, with the project on track for completion in 2029.

Position responsibilities

Key Responsibilities

1. Strategic & Financial Governance

Capital Delivery Oversight: Direct Austin Health requirements for the balance of the project lifecycle from construction, fit-out, and handovers.

Budget Accountability: Establish, monitor, and aggressively manage the multi-million dollar capital expenditure (CapEx) budget (under Austin Funding Agreements), ensuring strict cost-control measures and financial reporting to executive boards and government funders.

Procurement & Contract Management: Lead the evaluation, selection, and ongoing performance management of contractors, specialized medical equipment vendors, and various engineering consultants, required to meet the Austin Health obligations in procurement of agreed assets and provision of services under a range of Funding Agreements.

2. Construction Phase Integration & Safety

Staged & Phased Build Management: Partner with the principal builder and the Victorian Health Building Authority to execute complex construction phasing to minimize disruption to patients and staff.

Operational Continuity: Maintain zero-failure live-environment conditions, ensuring that adjacent intensive care, trauma, and existing ED services remain fully safe and operational 24/7.

Compliance & Quality Assurance: Ensure compliance with Australasian Health Facility Guidelines, building codes, occupational health and safety (OHS) regulations, infection prevention and control standards, interim fire safety strategies and fire risk management compliance.

3. Clinical Commissioning & Technology Readiness

Models of Care Alignment: Collaborate closely with clinical management, nursing leadership, and healthcare staff to ensure the physical build seamlessly incorporates modern models of care.

ICT & Digital Health Integration: Oversee the embedding of end-to-end digital health elements into the infrastructure.

Operational Readiness: Lead the final operational commissioning, staff orientation/simulation training, and relocation strategy to successfully open the facility to the public.



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4. Stakeholder Management & Communications

Interface with Executives: Act as the primary conduit between the on-site construction delivery teams, the Austin Health Executive team, and government infrastructure agencies.

Risk & Issue Resolution: Chair regular risk-review forums to proactively flag, mitigate, and resolve high-stakes project variances, emerging issues, or supply chain delays.

Public and Clinical Engagement: Spearhead communication strategies addressing clinical staff concerns, wayfinding updates for the public, and ministerial briefing requirements

Corporate

- Provide support to the Chief Services Officer including attending Board and Executive Committees as required
- Provide expert and analytical advice to the Executive and Board of Directors
- Maintain liaison/consultation with other key stakeholders including Austin Health staff, Department of Health, Victorian Infrastructure Delivery Authority (VIDA), VHBA, consultants and contractors, Local Government/Councils and other Government departments
- Understand the requirements of the Asset Management Accountability Framework (AMAF)
- Board reporting as required.

People Management:

- Ensure clear accountability for quality and safety within the department
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs; ensure the risk management system is functional
- Be aware of and comply with the core education, training and development policy.

Selection criteria

Essential skills and experience:

- Extensive experience in managing large brown field capital works projects (>\$200m) at a very senior level, ideally in a health care setting;
- Demonstrated ability to provide expert advice, both written and verbal at Executive and Board level;
- Demonstrated high level negotiation and interpersonal skills;
- Understanding of the Victorian Government's capital works operating environment;
- Demonstrated capacity to facilitate organisational change and support and involve staff and consumers in decision making;
- Understanding of and commitment to, a team based approach to service provision and management.
- Demonstrated leadership skills
- Masterful stakeholder negotiation skills; able to align diverse motivations between hard-hat builders, clinical specialists, and executive boards.
- Superior analytical and problem-solving skills under high-pressure conditions.



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Desirable but not essential:

- Previous experience in the design or building in health construction industries

Professional qualifications and registration requirements

Education

- Bachelor's Degree in Construction Management, Civil Engineering, Healthcare Administration, or a closely related field.
- Postgraduate Qualifications (e.g., Master's in Project Management, MBA, or Certified Health Executive) are highly desirable.

Experience

- 10+ years of senior leadership experience directing large-scale, complex construction programs, with a proven track record specifically within health infrastructure or major public hospitals.
- Demonstrated expertise in managing live-environment redevelopments where brownfield construction interfaces directly with functioning critical care clinical settings.
- Deep understanding of healthcare-specific procurement, clinical workflow design, medical

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.



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- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to creating a culturally safe, inclusive and anti-racist environment for all staff, patients, consumers, carers and communities. We recognise that racism, discrimination and exclusion negatively impact health and wellbeing, and acknowledge the unique and ongoing effects of colonisation, dispossession and systemic inequities experienced by Aboriginal and Torres Strait Islander Peoples. We are committed to embedding cultural safety and inclusion across all levels of our health service, actively identifying and eliminating racism in all its forms, and equipping our people with the knowledge, skills and confidence to challenge racism, foster respect, and create a safer and more equitable experience for everyone.

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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