

Position Description

Project Manager – Transition Care

Classification:	Administration Officer Grade 5
Business unit/department:	Continuing Care
Work location:	Austin Hospital ☐ Heidelberg Repatriation Hospital ☒ Royal Talbot Rehabilitation Centre ☐ Other
Agreement:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2025-2027
	Choose an item.
	Choose an item.
Employment type:	Fixed-Term Part-Time
	November 2026 to November 2027
Hours per week:	8
Reports to:	Community Aged Care Services Manager
Direct reports:	Nil
Financial management:	Budget: Nil
Date:	October 2026

Austin Health acknowledges 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.

Position purpose

The TCP Project Manager will work with the Nurse Practitioner and Community Aged Care Services Manager to support the development and implementation of the following project deliverables: nursing resources and clear guidelines for escalation pathways for our Associated Providers; development of a Clinical Nursing Leadership Framework to support future in-house nursing models; and development of a model of care document for a Community TCP Nurse Practitioner Model.

About the Community Aged Care Programs

The position is located in the Community Aged Care program of the Continuing Care Division at the Heidelberg Repatriation Hospital.

The Community Aged Care Programs include the Aged Care Assessment Service, Austin Health Transition Care Program and the Restore@AustinHealth program.

Aged Care Assessment Services

The Aged Care Assessment Service undertakes both clinical and non-clinical assessments for eligible older Australians as part of the Single Assessment System for Aged Care. The Single Assessment System aims to simplify and improve the experience of older people by providing a flexible system that can quickly adapt to their aged care needs.

It is a service that helps older people, and their families make decisions about the services that they need to remain at home safely.

Clinical Assessments can be conducted in both the hospital setting and clients home and determine eligibility for Australian Government subsidised services (Residential Care, Residential Respite Care, Home Care Packages and Transition Care).

Non-Clinical Assessments are completed in the clients' home and assess eligibility for entry level supports.

The community catchment for Austin Health Aged Care Assessment Services is Vic Region 1

Austin Health Transition Care Program (TCP)

Austin Health has 52 packages in total, offering clients home or residential based support based at our partner Aged Care Facility. The aim of TCP is short-term interventions for older people at risk of inappropriate extended hospital stays and/or at risk of premature admission to residential care.

Austin Health Restore@Austin Health Program

Restore@AustinHealth provides 8 residential care-based packages at our partner Aged Care Facility and 1 community-based package to assist people who have been discharged from Austin Health

Position responsibilities

Role Specific:

- **Project Delivery & Support:** Coordinate project outputs, monitor project plans, and track milestones to ensure time, cost, and quality indicators align with approved frameworks.
- **Stakeholder Engagement:** Communicate with internal and external partners—including the wider TCP team, Associated Providers, Referrers, GPs, Department of Health - to foster collaborative care and sector capability.
- **Research & Reporting:** Undertake research and analysis, develop risk registers and GANTT charts, and prepare executive briefs, reports, and project documentation.



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- **Program Implementation and Documentation:** Manage the rollout of the project, which includes drafting, finalising, and implementing robust clinical governance frameworks and model of care documents
- **Secretariat & Administration:** Coordinate working group meetings, prepare committee papers, and manage administrative workflows.

All Employees:

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Pulse): <http://oppic/>
- 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 Knowledge and skills:

- Demonstrated ability to lead and govern complex health projects from inception to completion, with accountability for financial tracking, resource management, risk mitigation, and strategic milestone delivery.
- Proven ability to draft, write up, and successfully implement clinical governance frameworks and model of care documents within a healthcare or aged care environment.
- Comprehensive understanding of the public health landscape, current aged care reforms, and the specific clinical and operational challenges facing the aged care sector.
- Exceptional capability to influence, negotiate, and build strategic partnerships with high-level internal and external stakeholders, including senior medical staff, Service Providers and Department of Health representatives.
- Strong capability to undertake research, analyse complex healthcare data, and synthesise findings into clear, actionable executive briefs and reports.
- Demonstrated ability to identify project risks, develop mitigation strategies, and adapt project plans to meet shifting public health priorities.

Desirable but not essential:

- Tertiary qualifications in a health or management discipline
- Experience working in the Transition Care Program Setting
- Relevant improvement training
- Relevant project management training
- Experience in change management or organizational development
- Demonstrated capacity to undertake/support research, publication and public presentations



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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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