

Role Description

Project Advisor

Role Description Fields	Details
Cluster	Health
Department/Agency	Health Infrastructure
Division/Branch/Unit	Asset & Project Advisory
Classification/Grade/Band	Health Manager Level 3/Contractor
ANZSCO Code	132411
PCAT Code	2331122
Date of Approval	03 May 2023
Agency Website	www.hinfra.health.nsw.gov.au and www.health.nsw.gov.au

Agency overview

Health Infrastructure was established in 2007 as the capital delivery agency of NSW Health for projects over \$10 million. Today, Health Infrastructure plans and delivers sustainable and innovative infrastructure and asset management solutions to meet the health care needs of NSW communities now and into the future. We are leading the largest health capital works program in Australia, collaborating with our Local Health District/Network customers, with government more broadly and with industry to transform public health facilities across NSW. In doing so, we contribute long term economic and social benefits to NSW communities.

Our people are united by our CORE values of Collaboration, Openness, Respect and Empowerment. We behave with integrity, treat others how we would like to be treated and are trusted advisors to our customers in the Local Health Districts and Networks across NSW. We pride ourselves on our positive organisational culture and are committed to building a diverse, inclusive and flexible workforce.

Primary purpose of the role

The Project Advisor role spans across various disciplines within Health Infrastructure (HI). Engaging, providing advice and reviewing projects and project documentation across the lifespan of a project.

The role will involve engagement from Services and Facility Planners through to Project Teams and external Consultants across the HI project portfolio. A key focus will be to coordinate the implementation of a projects lifespan to ensure HI projects are incorporating contemporary thinking and practices across projects.

Key accountabilities

- Contribute to the design assurance processes across HI through ongoing project reviews.
- Undertake high level clinical and design coordination reviews for projects in accordance with workflows.
- Help manage and review the Design Champion role across HI project portfolio to ensure good design and sustainability principles are developed and implemented throughout the project's lifespan.
- Manage and help lead the development of points of engagement and consequent implementation of outcome recommendations within HI.
- Lead the implementation of processes that ensure lessons are learned from HI's portfolio of projects.
- Contribute to consistency and quality in the production of HI design guidance notes, standards, policy and guidelines and other internally authored guidance documentation.

- Digitalise the approval process for documents to enhance business efficiency.
- Assist with the management of the digital environment for internal and external project resources.

Key challenges

- Working with a large number of program/project directors who have different skills and experience, including various project teams to insure early engagement across projects.
- Managing expectations while at the same time ensuring the solutions are efficient and effective and balancing priorities in a context of limited resources and an increasing project portfolio.
- Ensuring the right input is provided at the right stage of the project planning cycle.

Key relationships

Internal

Who	Why
Line Manager/Program Director	<ul style="list-style-type: none"> • Receive guidance and provide regular updates on key projects, issues and priorities. • Provide advice and contribute to decision making. • Identify emerging issues/risks and their implications and propose solutions.
Project team	<ul style="list-style-type: none"> • Work collaboratively to contribute to achieving team outcomes. • Lead discussions and decisions regarding key deliverables.
Stakeholders	<ul style="list-style-type: none"> • Provide expert advice on project related issues. • Report and provide updates on project progress. • Consult and collaborate to resolve project related issues, define mutual interests and determine strategies to achieve their realisation.

External

Who	Why
Ministry of Health – Chief Finance Officer and Directors Finance / NSW Treasury	<ul style="list-style-type: none"> • Ensure the effectiveness of budget planning, decision making and financial governance frameworks within the HI and alignment with Ministry of Health determinations. • Represent the HI in budget planning, estimates, and review processes, and maintain an effective, collaborative partnership.
Other NSW Government Agencies	<ul style="list-style-type: none"> • Ensure that the HI's strategic interests are advanced by maintaining effective, collaborative relationships and partnerships with other NSW Government stakeholders including NSW Treasury, NSW Audit Office and other central agencies.
Other key stakeholders	<ul style="list-style-type: none"> • Represent the agency Chief Executive and Executive Director in discussions with other key stakeholders.

Role dimensions

Decision making

The role will have a high degree of autonomy to build strategic relationships with project teams and key partners. Any decisions will be made in consultation with project teams and line manager. The role makes decisions and acts within Government and NSW Health legislative and regulatory frameworks, delegations, policy and procedural frameworks and guidelines.

Reporting line

The role reports to the Program Director.

Direct reports

Nil.

Budget/Expenditure

As per financial delegations.

Key knowledge and experience

- Experience at a professional level in either design, procurement, construction, operations and maintenance and / or equivalent educational experience normally acquired through completion of a bachelor's degree in ICT, Architecture, or related field.
- Experience working in advisory roles.

Essential requirements

- Current valid Drivers Licence

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

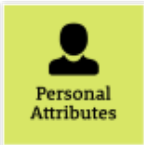
The capabilities are separated into focus capabilities and complementary capabilities

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Focus capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none">• Represent the organisation in an honest, ethical and professional way• Support a culture of integrity and professionalism• Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct• Recognise and report misconduct and illegal and inappropriate behaviour• Report and manage apparent conflicts of interest and encourage others to do so	Intermediate



Manage Self

Show drive and motivation, an ability to self-reflect and a commitment to learning

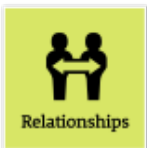
- Keep up to date with relevant contemporary knowledge and practices
 - Look for and take advantage of opportunities to learn new skills and develop strengths
 - Show commitment to achieving challenging goals
 - Examine and reflect on own performance
 - Seek and respond positively to constructive feedback and guidance
 - Demonstrate and maintain a high level of personal motivation
- Adept
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Commit to Customer Service

Provide customer-focused services in line with public sector and organisational objectives

- Take responsibility for delivering high-quality customer-focused services
 - Design processes and policies based on the customer's point of view and needs
 - Understand and measure what is important to customers
 - Use data and information to monitor and improve customer service delivery
 - Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers
 - Maintain relationships with key customers in area of expertise
 - Connect and collaborate with relevant customers within the community
- Adept
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Work Collaboratively

Collaborate with others and value their contribution

- Encourage a culture that recognises the value of collaboration
 - Build cooperation and overcome barriers to information sharing and communication across teams and units
 - Share lessons learned across teams and units
 - Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work
 - Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services
- Adept
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Plan and Prioritise

Plan to achieve priority outcomes and respond flexibly to changing circumstances

- Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work
- Initiate, prioritise, consult on and develop team and unit goals, strategies and plans
- Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses
- Ensure current work plans and activities support and are consistent with organisational change initiatives
- Evaluate outcomes and adjust future plans accordingly

Adept



Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

- Identify the facts and type of data needed to understand a problem or explore an opportunity
- Research and analyse information to make recommendations based on relevant evidence
- Identify issues that may hinder the completion of tasks and find appropriate solutions
- Be willing to seek input from others and share own ideas to achieve best outcomes
- Generate ideas and identify ways to improve systems and processes to meet user needs

Intermediate



Project Management

Understand and apply effective planning, coordination and control methods










- Prepare and review project scope and business cases for projects with multiple interdependencies
- Access key subject-matter experts' knowledge to inform project plans and directions
- Design and implement effective stakeholder engagement and communications strategies for all project stages
- Monitor project completion and implement effective and rigorous project evaluation methodologies to inform future planning
- Develop effective strategies to remedy variances from project plans and minimise impact
- Manage transitions between project stages and ensure that changes are consistent with organisational goals
- Participate in governance processes such as project steering groups

Advanced

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

Capability group/sets	Capability name	Description	Level
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate