Role Description
Project Director

Role Description Fields	Details
Cluster	Health
Department/Agency	Health Infrastructure
Division/Branch/Unit	Regions and Programs
Classification/Grade/Band	Health Manager Level 5
ANZSCO Code	123411
PCAT Code	3942111
Date of Approval	August 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 Director will lead a team of project professionals responsible for achieving project / program outcomes for a variety of hospital project(s). The role will lead a variety of project delivery activities, including project planning, stakeholder
negotiation, procurement and milestone reporting, to drive the successful and timely implementation of initiatives on designated projects.

The role will be required to develop relationships and work collaboratively with key stakeholders including NSW Ministry of Health (MoH) and Local Health Districts (LHDs) to facilitate engagement and agreement on HI initiatives.

Key accountabilities

- Lead multiple and complex stakeholder groups and specialist workstreams to develop and implement complex projects, ensuring strong collaboration, work performance and project completion within agreed timeframes, quality standards and budget.
- Lead the execution of, and transition between, all phases of project planning, implementation, procurement and evaluation, including business case development, project design, construction administration, commissioning and handover, and post-completion activities.

- Facilitate or provide (where appropriate) expert advice on all aspects of the project life cycle, including business case development, project briefs, complex project management, resource allocation, stakeholder consultation, budget management and key milestone reports.
- Model high level emotional intelligence and relationship management skills to foster long-term partnerships with external consultants and generate a positive work culture for direct and indirect reports and integrated project teams.
- Analyse and interpret information from different sources to proactively identify issues and risks and formulate effective strategies to remedy variances from project plans and minimise impact.
- Lead projects with a focus on work health, safety and wellbeing to drive a culture of safety and ensure all staff go home safely every day.
- Undertake continuous monitoring and evaluation of projects, including risk and contingency management, benefits realisation, and project impact and quality measures, to identify and address issues and assess project progress and overall effectiveness.
- Oversee and manage the electronic filing and administration of contracts and documentation.

Key challenges

- Influencing and managing the expectations and of competing priorities of key stakeholders, both internal and external.
- Managing multiple projects and activities within agreed timeframes and achieving high quality outcomes and deliverables.
- Achieving project objectives in a dynamic and complex public sector and health delivery environment, adapting quickly to market changes and evolving health planning needs, and meeting economic, social, environmental and corporate sustainability demands.

Key relationships

Internal

Who	Why
Line Manager (Senior Project Director)	• Provide evidence-based advice to contribute to decision making and strategic direction.
HI Functional Units	• Work with functional units to obtain advice to progress the objectives of the project. • Identify emerging issues/risks and their implications and propose solutions to contribute to decision making.
Direct Reports	• Liaise in a managerial and advisory capacity to ensure the effective and efficient functioning of the project team. • Inspire, motivate, provide direction and manage performance, development and wellbeing. • Share lesson learned and best practices.

External

Who	Why
Ministry of Health	• Ensure alignment and effectiveness of the implemented actions with NSW Health Strategic priorities and Health determinations.
Local Health Districts and Speciality Networks	• Work in collaboration with LHD appointed team members (including redevelopment managers, change managers etc.).

| Other Key Stakeholders | • Ensure that the HI's strategic interests are advanced by maintaining effective, collaborative relationships and partnerships with other NSW Government stakeholders (e.g. Health Share, NSW Pathology etc.). |
| | • Contribute to cross agency or whole of government projects/programs. |

Role dimensions

Decision making

The Health Infrastructure vision, CORE values, and strategic plans and priorities provide the context for the role. The Project Director, in consultation with the Project Team, makes decisions and acts within Government and NSW Health legislative and regulatory frameworks, delegations, policy and procedural frameworks and guidelines.

Reporting line

Reports to the Senior Project Director

Direct reports

Dependent on the project or program

Budget/Expenditure

As per financial delegation

Key knowledge and experience

- Experience in managing projects designed to improve service delivery, reduce capital and operational costs and increase financial viability.
- Experience in the planning and delivery of capital works projects.
- Experience in the co-ordination of service or facility planning for a health service and/or hospital.
- Ability to adapt and work confidently in a dynamic project / program environment.
- Ability to communicate (both verbally and in writing) fluently and persuasively and translate complex information for diverse technical and non-technical audiences.

Essential requirements

- Tertiary qualifications in Health, Engineering, Architecture, Construction Management, Project Management or a technically related field and / or demonstrated industry experience in a relevant construction, project management or health services field.
- Current valid driver's licence, with regular requirement to travel throughout NSW, which may include overnight stay in regional / remote areas.
- A current and valid White Card or commitment to obtain one within three months of the commencement date.

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
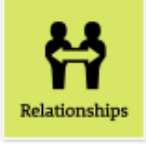
role.

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
Personal Attributes	**Act with Integrity** Be ethical and professional, and uphold and promote the public sector values	• Represent the organisation in an honest, ethical and professional way and encourage others to do so • Act professionally and support a culture of integrity • Identify and explain ethical issues and set an example for others to follow • Ensure that others are aware of and understand the legislation and policy framework within which they operate • Act to prevent and report misconduct and illegal and inappropriate behaviour	Adept
Personal Attributes	**Manage Self** Show drive and motivation, an ability to self-reflect and a commitment to learning	• Act as a professional role model for colleagues, set high personal goals and take pride in their achievement • Actively seek, reflect and act on feedback on own performance • Translate negative feedback into an opportunity to improve • Take the initiative and act in a decisive way • Demonstrate a strong interest in new knowledge and emerging practices relevant to the organisation	Advanced
Relationships	**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

	Work Collaboratively Collaborate with others and value their contribution	• Recognise outcomes achieved through effective collaboration between teams • Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government • Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions • Network extensively across government and organisations to increase collaboration • Encourage others to use appropriate collaboration approaches and tools, including digital technologies	Advanced
	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	• Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes • Make sure staff understand expected goals and acknowledge staff success in achieving these • Identify resource needs and ensure goals are achieved within set budgets and deadlines • Use business data to evaluate outcomes and inform continuous improvement • Identify priorities that need to change and ensure the allocation of resources meets new business needs • Ensure that the financial implications of changed priorities are explicit and budgeted for	Adept
	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

|			
Business Enablers	**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
People Management	**Manage and Develop People** Engage and motivate staff, and develop capability and potential in others	• Refine roles and responsibilities over time to achieve better business outcomes • Recognise talent, develop team capability and undertake succession planning • Coach and mentor staff and encourage professional development and continuous learning • Prioritise addressing and resolving team and individual performance issues and ensure that this approach is cascaded throughout the organisation • Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives	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
Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept

Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
Results	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
Results	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Adept
Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Adept
People Management	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Intermediate
People Management	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate