



Position Description

NAME:	Incumbent
JOB TITLE:	Project Manager
DEPARTMENT:	Business Transformation
DIVISION:	Corporate Support
REPORTS TO (TITLE):	Head of Business Transformation
LAST DATE REVIEWED:	February 2020

JOB SUMMARY

Despite tremendous advances in cure rates, cancer is still the most common cause of childhood death from disease. In terms of life years lost, childhood cancer is second only to breast cancer and on average three Australian children die each week.

To achieve a cure for every child there needs to be a change in the model of care with a fully integrated approach that brings together globally leading researchers and clinicians with innovative technologies to discover the most relevant, effective treatments for each cancer and each child.

This is the vision for the Children's Comprehensive Cancer Centre (CCCC). In a collaboration between Children's Cancer Institute, the Kid's Cancer Centre, Sydney Children's Hospital, Randwick and the University of New South Wales, funded by both State and Federal Governments and supported by Health Infrastructure, we are planning for the development of the CCCC within the Randwick Health and Education Precinct and as an integrated development with Stage 1 of the new Sydney Children's Hospital.

The concept of the CCCC is to bring Children's Cancer Institute and the Kids Cancer Centre, Sydney Children's Hospital (Randwick) together in a partnership model, into a new purpose-built, state-of-the-art facility with a single unified strategy to accelerate outcomes for children with cancer. In partnership with UNSW and Sydney Children's Hospital Network (SCHN), the depth, breadth and excellence of research, clinical and education-focused child cancer activities to be undertaken in the CCCC will position it amongst the leading paediatric cancer centres in the world. The CCCC will comprise 20,000sqm of integrated research, clinical, education, office and support spaces, forming a key part of a joint development project to also deliver Stage 1 of the new Sydney Children's Hospital. The joint project is led by NSW Health Infrastructure and centrally project managed by PwC. The CCCC aspects of this joint development are the responsibility of the CCCC Project Team, led by CCI's Head of Business Transformation and includes the Head of Core Services and several support staff.

The Children's Cancer Institute (CCI) is seeking to employ an experienced Project Manager to be the key project management expert within the Children's Comprehensive Cancer Centre (CCCC) Project Team. This is initially a 12-month contract position which will be reviewed for extension in line with NSW Government project and funding milestones. The role will provide essential project support to the Head of Business Transformation and ensure all aspects of the project are delivered on-time, to a high standard, and with seamless alignment to PwC's joint development project schedule.



Position Description

The Project Manager should have experience in Capital Works projects and be a stand-out Project Manager with a solid track record in delivery and stakeholder management. Additionally, the right candidate must be an engaging communicator, ideally having experience in either a Health/Hospital Infrastructure/Research Facility environment or Government Capital Works Project experience.

PRIMARY TASKS / RESPONSIBILITIES

- Provide Project Management support, direction, expertise and guidance to the Children's Comprehensive Cancer Centre (CCCC) Project Team to deliver the CCCC-specific aspects of the Children's Project, which is a key development project run by Health Infrastructure within the Randwick Health and Education Precinct involving the integration of the CCCC with Stage 1 of the new Sydney Children's Hospital.
- Establish and manage a CCCC project schedule that aligns with the central PwC-run Children's Project schedule, and ensure ongoing alignment is maintained throughout the project
- Work closely with the CCCC Project Team leads to support delivery of logistics and planning milestones
- Support the planning for the CCCC in relation to functional briefing, concept design, schematic design, and detail design.
- Support the development of the project Business Case to Government
- Develop, coordinate and administering end-to-end project delivery ensuring the project milestones are delivered on time, to a high quality, with compliant and fit-for-purpose facilities
- Ensure efficient and timely communications are maintained between project stakeholders
- Establishing and maintaining collaborative and proactive working relationships with the CCCC Project Team, central Project stakeholders (including PwC Project Team), CCI executive, broader CCI team and key project stakeholders, and develop strategies and implement best practice methods to deliver high quality outcomes.
- Oversee and report on project performance to ensure that solutions provided continue to meet the needs of stakeholders, are cost effective and sustainable, appropriately recognise and address risks, and are aligned with project objectives
- Provide proactive advice, motivation and guidance to CCCC Project Team members, contributing to strong team culture based on performance and a demonstrated commitment to displaying the highest standard of professional behaviour and integrity aligned with CCI's Values.
- Develop and maintain strong working relationships and networks to engage with government, hospital, university and other key stakeholders in order to enhance project outcomes.
- Support internal communications and change management activities.
- Track and co-manage significant risks and issues, often in ambiguous situations, by evaluating and interpreting complex information and developing creative solutions and contingencies.
- Support the administrative aspects of the project including document management, minute taking, report writing, preparation of presentations as well as supporting the organisation of meetings, workshops and other project interactions

MINIMUM REQUIREMENTS

Qualifications



Position Description

- Tertiary qualifications or significant experience in project management or relevant discipline area such as capital works or research facility planning.

Experience and requirements

- Minimum of 3-5 years' experience in a similar role
- Well-developed understanding of project management methodologies, contract management, health and safety legislation, and Commonwealth procurement requirements including how these functions integrate with capital works activities in a Commonwealth environment
- Proven ability to think and act strategically, work independently, show attention to detail, identify and manage risks, and identify and evaluate opportunities that optimise project outcomes in line with the project's strategic direction
- Demonstrated ability to coordinate and influence internal and external stakeholders through high level communication skills that can be adapted to the target audience, to achieve project outcomes
- Demonstrated ability to coordinate and manage a multi-disciplinary team comprised of internal and external project management, staff and consultant personnel, to achieve project outcomes under tight deadlines
- An understanding of Government/Healthcare processes (in particular, planning systems and controls, project planning and delivery)

KEY SKILLS

- **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.
- **Influence and Communication:** Communicates openly, effectively and respectfully with all stakeholders in the interests of good business practice, collaboration and enhancement of the project's outcomes. Uses knowledge of stakeholder priorities to adapt communications, presentations or discussions to best align with the interests and understanding level of the audience.
- **Resource Management/Leadership:** Works closely with the Head of Business Transformation and Head of Core Services to establish and maintains effective and efficient work teams, to manage deliverables, performance and resources, to achieve objectives. Chooses appropriate engagement strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
- **Judgement and Problem Solving:** Investigates and seeks understanding of underlying drivers/causes of complex issues and develops appropriate responses.
- **Independence:** Plans, sets and works to meet challenging standards and goals for self and others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
- **Adaptability:** Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives.

Children's Cancer Institute policies applicable

- Code of Conduct/Ethics



Position Description

- Whistleblowing
- Use of Electronic Resources
- Workplace Health & Safety
- Appropriate Workplace Behaviour
- Privacy
- Any other policies not listed here but are available on the Children's Cancer Institute Intranet Policies pages

SERVICE STANDARDS AND GENERAL EXPECTATIONS

- Respond to phone calls and emails within 48 hours
- Read internal communications within 48 hours
- Always maintain up-to-date personal information in the HRIS (ConnX - Self Service)

OUR VALUES

A is for **Accountability** and **Integrity**

C is for **Camaraderie**, **teamwork** and **Sharing**

E is for **Excellence** and **Success**

S is for **Satisfaction**. **The result of living our values everyday**

COMPLIANCE AND CODE OF ETHICS AND CONDUCT

Staff members are responsible for ensuring that they are familiar with and comply with their conditions of employment as stated in their individual contract, all Children's Cancer Institute Policies and Procedures and relevant ethical and regulatory guidelines. Staff must be aware that breaches by individuals will not be tolerated or condoned and may be subject to the Disciplinary Action Policy.

Your knowledge and awareness of Children's Cancer Institute Policies and Procedures (including the Code of Ethics and Conduct), will be monitored from time to time to ensure that our compliance program is effective.

Part of compliance adherence involves the use of standardised forms, checklists, and other aids (as appropriate) to ensure that important compliance issues are not overlooked. All forms must be used in accordance with instructions and the procedures as outlined in the relevant policies and procedures to ensure that compliance to the laws and regulations occurs.

WORK HEALTH & SAFETY

- Must adhere to all WHS policies and procedures including reporting incidents within 24 hours
- Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace
- Actively participating in health and safety meeting, training and induction programs
- Complying with all safe work procedures and instructions
- Use equipment in compliance with relevant procedures, without wilful interference or misuse
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor and in the WHS reporting system (Myosh)



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- Must not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare

REPORTING STRUCTURE

Position reports direct to: Head of Business Transformation

Departmental Structure: Key member of the Children's Comprehensive Cancer Centre Project Team within Children's Cancer Institute

Note: *Reporting structure may change subject to management decisions and business requirements.*