



Directorate: Major Projects Canberra

Position Number: P65880

Division: Office of Deputy Director-General

Classification: Administrative Services Officer (ASO) 6

Branch: Northside Hospital Project

Last Reviewed: March 2024

Position Title: Project Support - Governance

The Australian Capital Territory Public Service (ACTPS) is a values based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well as demonstrate the related signature behaviours.

DIRECTORATE OVERVIEW

Major Projects Canberra is responsible for leading and supporting the procurement and delivery of the ACT Government's infrastructure programs. We deliver infrastructure for the Canberra community, improving our liveability, enabling a vibrant, inclusive, and sustainable city.

The three main components to Major Projects Canberra are:

1. Planning, procuring, and delivering infrastructure designated by the ACT Government as major projects or programs.
2. Delivering other whole-of-government infrastructure programs and projects in partnership with other directorates, including supporting and coordinating the ACT Infrastructure Plans.
3. Provide expert property management and maintenance services to the ACT Government and community through ACT Property Group.

Other functions of Major Projects Canberra include contractor pre-qualification, project and program management systems and reporting, superintendency of works and Work Health and Safety Active Certification. Major Projects Canberra also provides strategic advice to government on issues related to infrastructure delivery and management.

BRANCH OVERVIEW

The Northside Hospital Project (NHP) team will be leading the design development and delivery of the new Northside Hospital in Bruce.

To acknowledge the Territory's increasing demand for healthcare services due to the growing and aging population, the ACT Government is funded for the New Northside Hospital at Bruce. This will

replace the ageing facilities at North Canberra Hospital in Bruce. This development presents a significant opportunity to improve the delivery of healthcare Territory-wide, in partnership with the community, clinicians and healthcare providers.

The key objectives of the Northside Hospital, per the ACT Government's project Statement of Requirements, are to provide:

- Greater capacity in health care system in the north of the ACT.
- Patient focused / community focused care that improves patient outcomes.
- A hospital that is agile and flexible, with a whole-of-life focus.
- Greater alignment of health service delivery across the Territory.

The ACT Government is investing more than \$1 billion for a new hospital. This will be the largest single health infrastructure project to be delivered in the Territory's history.

The Project Team will work alongside ACT Health Directorate, Canberra Health Services and clinicians to plan, procure and deliver the new Northside Hospital Project. The Project is in its early planning phase with procurement of key advisors underway, ahead of procuring the main works contractor later in 2024. Major Projects Canberra will continue to lead the project through its various phases to completion, including:

- Planning and procurement;
- Decanting and enabling works; and
- Construction and commissioning.

POSITION OVERVIEW

The Project Support – Governance will report to the Director of Governance and Administration. The primary responsibilities for this position are:

- Provide overall project support functions to ensure the development of quality project documentation and support the various functions and outputs required for the NHP and specifically the deliverables for the Commercial branch of the NHP team.
- Provide administrative support in the preparation of procurement documents, including supporting tender processes and tender evaluation activities, as well as accounts payable and receivables functions for processing and payment of invoices to suppliers and service providers.
- Coordinating of the NHP Team's input into: the ACT Cabinet, the NHP Board, Project Control Group and associated sub-committees, as well as various forms of government reporting (e.g. Question Time Briefs; Questions on Notice, Estimates and Annual Report hearing briefs, ministerial briefs, inter-governmental correspondence, etc).
- Providing secretariat function to various NHP committees, including recording minutes and recording/tracking the status of actions from each meeting; coordinating, preparing and distributing documentation for meetings; maintaining, updating and ensuring all Members have an up-to-date copy of the relevant Terms of Reference. Quality control of documents and monitoring of all papers being tabled in governance meetings, for correct and consistent production.

- Assist in the management of the project’s risk management framework. This will include proactively managing key project stakeholders to obtain and scrutinise their inputs into the framework, drafting and maintain the risk register and drafting key risk documentation for consideration by the various committees and working groups.
- Operate with sensitivity and compliance to the Territory’s principles and ethical standards, with special regard to probity, transparency and honesty.
- Adhere to and promote an awareness of the principles of the Respect Equity and Diversity (RED) Framework, Work Health and Safety, Code of Conduct, the ACTPS Values and Signature Behaviours, and workforce diversity, to maintain a safe, healthy and fair workplace for all staff.

WHAT YOU REQUIRE

The following capabilities form the selection criteria that are required to perform the duties and responsibilities of the position. Applicants should address the selection criteria with a maximum of two pages.

Professional/Technical Skills and Knowledge

1. Strong organisational, administrative and project coordination skills. This includes demonstrating attention to detail, working to competing priorities and exercise initiative.
2. Extensive experience in providing secretariat support to Committees or Working Groups and a strong understanding of the criticality of the secretariat role.
3. Demonstrated experience coordinating project meetings and supporting project teams in achieving administrative outputs in compliance with project governance frameworks.
4. Highly developed verbal and written communication skills, the ability to liaise and negotiate effectively with a broad range of stakeholders.

Behavioural Capabilities

5. Proven experience to work effectively in a multidisciplinary team, including demonstrated ability to quickly become an effective member of the NHP Team.
6. Demonstrated understanding and commitment to the ACT Government and Major Projects Canberra Values framework, workplace respect, equity and diversity framework, workplace health and safety best practice and industrial democracy principles and practice.

Compliance Requirements / Qualifications

Desirable:

- A good working knowledge of Objective will be an advantage as well as experience and/familiarity with contract management and invoices systems such as PMARS and APIAS.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of this role and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Occasionally
STANDARD HOURS	FREQUENCY
Access to flex time	Frequently
Fixed or specified start/finish times	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Never
Rostered shift work	Never
SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Occasionally
PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never
MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Never

Sequential repetitive movements in a short amount of time	Never
TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never
SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Never
Exposure to potentially distressing case material	Never
OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required (supplied by MPC)	Occasionally