

Project Coordinator – Change and Innovation – The Sutherland Hospital

Location: South Eastern Sydney Local Health District

Employment Type: Permanent Full-Time

Position Classification: Health Manager Level 1

Remuneration: \$74,629.22 – \$100,390.27 per annum

Hours Per Week: 38

For role related queries or questions contact Alicia Bova on Alicia.Bova@health.nsw.gov.au

You are the one responsible for providing high level project support to the Change and Innovation Team in establishing, utilising and continuously improving frameworks, processes and tools required for the optimal functioning of the Strategy, Innovation and Improvement Directorate.

Where you'll be working

Sutherland

What you'll be doing

The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.

The Project Coordinator is responsible for providing high level project support to the Change and Innovation Team in establishing, utilising and continuously improving frameworks, processes and tools required for the optimal functioning of the Strategy, Innovation and Improvement Directorate. The Project Coordinator will also be responsible for project documentation and secretariat duties for steering committees and other adhoc and regular meetings. The role will support agreed key projects in partnership with the broader project and SII teams. Please note that the role has a District remit and as such may be located at any location across the District.

South Eastern Sydney Local Health District is committed to equal employment opportunity and embraces diversity and inclusion within its workforce. As such, people from diverse backgrounds are encouraged to apply. This includes, but is not limited to Aboriginal and Torres Strait Islander People, People with Disability, Women and People from Culturally and Linguistically Diverse backgrounds.

This is a Targeted Aboriginal and Torres Strait Islander Position. Only applicants of Aboriginal or Torres Strait Islander descent are eligible to apply. This is claimed under the Government Sector Employment Rule 26.

Selection Criteria

1. Demonstrated experience in the provision of project related activities and high-level administrative support in a health or similarly complex work environment..
2. Demonstrated ability to work independently and effectively, exercising initiative and judgement as well as the ability to work effectively in a team environment, share knowledge and work co-operatively to achieve outcomes.
3. Proven ability to minute take and support the preparation of required meeting documentation including agendas, presentations, briefs, etc.
4. Demonstrated project support skills, effective time management and demonstrated ability to prioritise and meet conflicting deadlines with strong communication and interpersonal skills.
5. Ability to develop and maintain effective, meaningful and supportive working relationships with a range of stakeholders at all levels of the organisation, and externally.
6. Sound facilitation skills and proficient computer skills particularly in Microsoft Office applications including but not limited to PowerPoint, Word, Excel, Outlook, to prepare meeting agendas, documentation of meeting action items, briefs, reports and PowerPoint presentations.
7. Current drivers' licence (with a willingness to travel in accordance with the demands of the position).

Need more information?

- 1) Click here for the [Position Description](#) and [SESLHD Expected Standards](#)
- 2) Find out more about [applying](#) for this position.

Applications Close: Tuesday 9 March 2021

Applications must be lodged electronically.
Please go to healthnsw.gov.referrals.selectminds.com
and search Job Reference Number REQ213993.

**NSW Health Service:
employer of choice**