

Project Delivery Specialist

- **Reporting To:** Transformation Project Manager
- **Direct Reports:** Nil
- **Business Unit:** CFO
- **Enterprise Agreement:** Health and Allied Services Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 - 2025
- **Classification:** Grade 5

Position Purpose:

The Project Delivery Specialist reports to the Transformation Project Manager in the CFO Portfolio. Your role will drive the improvement and modernisation of our systems, with strong project management skills and the ability to influence and drive stakeholder engagement with a curious mindset. You will lead a dynamic program of work focused on delivering system enhancements and champion new 'ways of working', foster collaboration to deliver a dynamic program of work.

Oral Health Victoria (OHV), formerly Dental Health Services Victoria (DHSV), is the leading public oral health agency in Victoria. We aim to improve the oral health of all Victorians, particularly vulnerable groups, and those most in need. OHV is funded by the State Government to provide clinical dental services to eligible Victorians. As trusted advisors in public oral health policy and program and guideline development, we continue to contribute to improving oral health in our communities.

Our Values:

We are Accountable | We are Respectful | We are Collaborators | We are Innovators

Role Accountabilities:

Role Specific:

Transformation & Process Improvement

- Lead systems and transformation projects, initially for Payroll and HR, including informally leading a dynamic, cross functional team to implement quick wins, streamline current processes and lead a transformative system improvement project.
- Identify and drive opportunities for automation and digitisation within business support operations and systems.
- Research current and future systems and processes and act as an advisor for suggesting fit for purpose technology aligning to the organisations strategic needs.
- Build strategic relationships across the health precinct and with vendors to identify transformation potential based on OHV's current circumstance.

Project Management

- Proficiently deliver project management fundamentals, including the development and maintenance of stakeholder registers, risk registers, communication plans and activity plans.
- Model and inspire dynamic project management practices such Agile Methodology to utilise resource availability from cross functional teams.
- Model the use of dynamic project management software to support the delivery.
- Instill an energetic and fun learning environment and build team capability and confidence in new project management methods.
- Instill principles of transparency, accountability, reflection and continuous improvement in project management practices.

Leadership & Stakeholder Management

- Model, inspire and mentor a cross functional team in the CFO, People and IT portfolios to achieve project outcomes.
- Promote positive Employee Experience through program design and implementation.
- Lead cross functional team engagement including, but not limited to, stand ups, workshops and collaboration in face to face and virtual channels.
- Engage and build good relationships with external stakeholders, including other health service providers and technology vendors.
- Communicate change effectively to stakeholders during transformation initiatives.
- Include, consult and co-design project activities with leaders in Finance, People & Culture and Information Communication & Technology Divisions.
- Present project updates and provide advice to OHV executives, with the guidance of the Transformation Project Manager.

Change Management

- Model and inspire a culture of continuous improvement and agility.
- Informally mentor, coach and influence staff in adopting new ways of working.
- Identify future change impacts to people, policies, technologies and operations of project outcomes.
- Develop and implement change management strategies (communication, stakeholder engagement, learning and other support) to ensure smooth adoption of new payroll processes and systems.

General:

- Model behaviours that demonstrate the Victorian Public Sector and OHV values in all aspects of work.
- Undertake continuous professional learning and development to ensure current competence including any prescribed training in safety and quality.
- Demonstrate and promote a proactive commitment to health & safety, wellbeing, and the environment by actively participating in the ongoing identification of risks.
- Maintain patient privacy and confidentiality in accordance with organisational procedures and policies.
- Participate in myDevelopment ensuring goals are signed off and reviewed.
- Maintain a commitment to child safety, equity and inclusion, and cultural safety.
- Adhere to the OHV Child Safety and Wellbeing Framework and Code of Conduct and all other child safe policies and procedures.

Role requirements:

<p>Knowledge:</p> <p>Mandatory</p> <ul style="list-style-type: none"> • Bachelor’s degree in business, Finance or related field • Project Management skills and accreditation • Excellent problem-solving skills and attention to detail • Strong proficiency in MS Office suite of programs including Excel • Proficiency in dynamic project management software (such as Atlassian, MS Project, Trello) • Proficiency designing and facilitating in person and virtual workshops for stakeholders • Strong knowledge in business support systems and processes • <p>Desirable</p> <ul style="list-style-type: none"> • knowledge of payroll, HR and business support systems • Knowledge of Freedom of Information and Privacy Acts and processes in relation to Payroll data • Knowledge of OHV, Public Oral health and overall health sector 	<p>Experience:</p> <p>Mandatory</p> <ul style="list-style-type: none"> • Experience delivering system transformation projects, implementations, upgrades and/ or process improvements). • Experience in delivering technology transformation projects. • Experience of vendor management and negotiations. • Experience in relationship building, collaborating and managing the expectations of key stakeholder groups whilst providing an outcome that benefits the organisation. • Experience leading and motivating cross functional teams. • Experience in strategic analysis and problem solving. • Experience in working autonomously, defining workplans and meeting time commitments. • Experience with Agile Methodology or other dynamic project management principles. • Excellent verbal and written communication skills and the ability to liaise effectively with all stakeholders beyond span of control <p>Desirable</p> <ul style="list-style-type: none"> • Experience in business operations. • Prior project experience working with HR and ICT functions. • Experience in a public health sector, health sector, government or strongly related industries.
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