



**POSITION DESCRIPTION – INFORMATION, COMMUNICATIONS AND TECHNOLOGY  
(ICT) PROJECT DIRECTOR  
ALBURY WODONGA HEALTH**

**Primary Objective**

The ICT Project Director is responsible for delivering a series of transitional projects underpinning the merger of two ICT environments. Project work will commence in January 2010, final integration is scheduled to be completed before 1 January 2012. The ICT Project Director will report to the Director of Corporate Support and will be responsible for the planning, implementation and close out of a program of work. The ICT Project Director will be responsible for performance reporting and will be part of the governance framework for the organisation's ICT transformation program. As a key executive appointment in Albury Wodonga Health (AWH), the position will provide significant input to the planning and establishment of common corporate and clinical processes and systems.

In performing these roles, the ICT Project Director will have in mind:

- the needs of patients and other users of the health services;
- the future needs of AWH; and
- the need to ensure that resources of the Victorian and NSW public health sectors are used effectively and efficiently.

The ICT Project Director will possess a proven ability to manage, develop, implement and adapt a program of ICT projects across a large and complex organisation undergoing significant change.

**Integration of Albury Base Hospital and Wodonga Regional Health Service / Governance arrangements**

AWH is a Victorian public health service, established under the Health Services Act 1988 (Vic). It commenced operation across two campuses - Wodonga and Albury - on the 1<sup>st</sup> July 2009.

As one of six regional public health services in Victoria, AWH is the major health service provider between Canberra and Melbourne. AWH is responsible for meeting the healthcare needs of its local community as well as the more complex or specialist health service needs of the wider population of the regional area covering north east Victoria and southern NSW.

AWH's initial responsibility is focused on acute hospital services excluding the NSW Health acute mental health services. Broadening of the new health service's responsibilities to include community and mental health will follow over time subsequent to consultation with stakeholders.

AWH's estimated total budget is in the order of \$140 million per annum.

As a Victorian public health service, AWH operates under Victorian Health legislation and receives funding from the Victorian Department of Health. The NSW component

of this funding is defined through an intergovernmental agreement between NSW and Victoria.

The Albury Campus remains a NSW public hospital under the management of AWH. AWH is required to manage staff who continue as NSW employees, and NSW legislation and policies will continue to apply to some aspects of the Albury Campus operations. In addition, there is a requirement in the short term to source a range of corporate and management services from NSW Health under Service Level Agreement arrangements.

Most enabling functions and services across the Albury and Wodonga campuses will require integration over time. Of this significant body of work, integration of ICT services is deemed to be one of the highest priorities. ICT services are a fundamental building block for wider integration and a core element of effective and efficient business processes. In addition, integrated ICT services underpin many subtle characteristics of one organisation, such as a common identity and communication framework.

### **Albury Wodonga Health**

With a combined population in the order of 100,000, the broader region of Albury Wodonga offers its residents a rural/regional lifestyle whilst providing a broad range of services and facilities, including sports, shopping, entertainment, and dining. Situated on the Murray River, Albury Wodonga is approximately 3 hours (by road) north of Melbourne and 6 hours south of Sydney. Albury Wodonga is serviced by daily rail and coach services and multiple daily air services to Melbourne, Canberra and Sydney. Albury Wodonga is located on the Hume Highway.

In providing for the health care needs of Albury Wodonga residents, AWH is expected to hold an important place within the local community. As a regional health service, AWH will be expected to forge strong working relationships with small health services located in the surrounding region within both NSW and Victoria.

### **Key Accountabilities – ICT Project Director**

1. Lead the planning and establishment of integrated ICT systems across AWH, including:
  - The planning, development and delivery of a program of ICT projects.
  - The establishment of common ICT platforms and operating environment by 1 July 2010.
  - The establishment of common supporting systems for integrated corporate and clinical business processes.
  - The provision of IT advice in relation to the development and re-engineering of business processes.
  - Provide advice to AWH's board and management on strategies for required change.
2. Develop effective performance and planning mechanisms to support ICT project delivery.
3. Assist the CEO and Executive team to identify, prioritise, develop and implement ICT integration initiatives across AWH.

## **Reporting Relationships**

The position reports to the Director of Corporate Support and is responsible for the effective management of the planning, development and delivery of ICT projects on a day-to-day basis.

## **Term of Appointment**

The successful applicant will be offered a two year contract.

## **Key Internal and External Relationships**

### **Internal**

- Board of Directors
- Chief Executive Officer
- Executive Management Team
- Unit Managers
- Staff
- Board Committees

### **External**

- Department of Health
- Representatives of State (Victorian and NSW) and Commonwealth Governments
- ICT vendors and service providers

## **Challenges**

The ICT Project Director will confront a range of unique short term problems and longer term challenges including:

- Compressed project timelines associated with a series of projects within the ICT integration program.
- Management of, and collaboration with, a diverse array of stakeholders, including different Government agencies.
- Management of ICT resources.
- Management of a tight budgetary allocation for the program.
- Management of an area under intense organisational demand and scrutiny.

## **Skills, Knowledge and Experience**

To perform the role, the ICT Project Director must possess:

- Demonstrated ability to manage change.
- Demonstrated ability to think strategically, that is, to develop an ICT plan that will meet the business requirements of AWH over the next 1-5 years.
- Demonstrated interpersonal skills to ensure relationships are built and maintained with a diverse stakeholder group, including an ability to engage with a varied customer base and manage numerous ICT vendors and service providers.

- Demonstrated ICT program and project management skills, including a proven ability to define project scope and manage change to ensure limited impact to the schedule.
- Strong written and verbal communication skills, particularly as they relate to the achievement of short term goals and project delivery.
- Demonstrated risk management and mitigation skills.
- Demonstrated ICT project scheduling skills.
- Experience in successfully delivering applications and infrastructure projects.
- Relevant qualifications or equivalent experience,, such as, Project Management certification – (eg. PMBOK; PRINCE 2).