



PROJECT OFFICER CONTRACT – PART TIME

About the Bethesda Clinic

The Bethesda Clinic, opening in October 2022, will be the first private mental health clinic and service south of the river.

Based in Cockburn, this exciting new offering will be centred on a consumer partnership model, involving experts in their fields, to deliver multidisciplinary care. Architecturally designed, encompassing wellness themes throughout, this state-of-the-art facility will explore new holistic care models through innovation and digitisation.

Mirroring the values that underpin Bethesda Health Care, the clinic will have a diverse, inclusive and engaged workforce culture with a focus on development opportunities to consistently exceed consumer expectations.

About the role

The Project Officer is a pivotal role, providing project management and business support to senior clinical leads and Executives in the planning and commissioning of Bethesda Clinic. The role involves collaborating with a wide range of internal and external stakeholders to:

Support the functioning of key Commissioning Workstreams:

- Marketing – work with the Marketing Officer to draft key communications and advertising material, liaising with Project Team as required.
- Model of Care – support clinical leads and consultants on the development and documentation of the inpatient Model of Care.
- Partnerships and Wellness & Recovery Centre – support the Executive Manager, Corporate Support & Projects and external consultants to develop contracts with third parties for the delivery of group therapy services.
- Bethesda Clinic Network – support the Director of Medical Services in the establishment of the new Clinic Network program.
- Private Health Funds – work with Manager, Analytics and Project Lead to support the effective negotiation of funding contracts with private health insurers, and other funders of the Clinic
- Workforce – support the Executive Manager, People & Culture and Resourcing Advisor on the implementation of the Workforce Strategy and Plan.
- Policy, Procedures and Accreditation – support the Mental Health Policy Coordinator, and Inpatient Nurse Manager to track the development of policies and procedures for Bethesda Clinic, including assisting with planning for accreditation.
- Procurement – facilitate collaboration between Manager, Supply and Project Team on key procurement decisions and contracts – documenting decisions and ensuring adherence to project timeline.

Support the administrative elements of Project Commissioning Group

- Gather workstream updates from Workstream leads in preparation for monthly meetings
- Prepare the agenda and take minutes at the monthly meetings
- Maintain a register of key actions and follow up with Responsible team members as required

Support the construction Project Manager:



- Facilitate communication and collaboration between external construction managers (PDS) and the Project Commissioning Group, following up on outstanding Bethesda actions as required

Overall Bethesda Clinic project support:

- Correlate team availability and assist with meeting scheduling
- Knowledge management: track and document key correspondence, decisions and plans in appropriate shared folder locations
- Draft Bethesda Clinic project updates and briefing notes for Board of Directors (monthly) and Hospital Management Committee (Quarterly): reporting project progress, issues and decisions

Source, track and compile data and undertake research on key topics related to the service development of Bethesda Clinic as required

What we require:

Essential:

- Tertiary Qualifications in a relevant field of study (e.g. Project Management, Business, Health Administration, Finance, Technology) or equivalent work experience
- Project Management principles, techniques and methodologies
- Microsoft Office tools: meeting scheduling in Outlook, collaboration and meetings in Teams, Excel spreadsheets, Word reports / documentation and PowerPoint briefings / reports / presentations.

Desirable:

- Understanding of the private mental health environment in Western Australia.

Employee Benefits include

- Competitive salary and benefits, including salary packaging options.
- Flexible working arrangements.
- Contemporary Learning and Development Systems.
- Professional and Personal Development Opportunities.
- Technology rich, state of the art environment.

How to Apply

For further information contact cliniccareers@bethesda.org.au

To view the job description and learn more about the hospital, visit www.bethesda.org.au/career-opportunities