

Special Projects Officer

DEPARTMENT: Office of the CEO
RESPONSIBLE TO: Chief Executive Officer

The Role:

The Special Projects Officer will support the delivery of high-priority, complex, and often cross-functional initiatives that are critical to the strategic objectives of MTHCS. The role requires strong analytical capability, structured problem-solving, stakeholder management, and the ability to operate effectively in fast-paced environments.

Key responsibilities:

- Support the planning, execution, and delivery of strategic and transformation initiatives across MTHCS
- Conduct quantitative and qualitative analysis to inform decision-making, business cases, and recommendations
- Develop clear, concise, and compelling presentations and reports for the Executive and Operations team and key stakeholders
- Coordinate cross-functional teams to ensure milestones, timelines, and deliverables are achieved
- Assist with change management activities, including stakeholder engagement, communications, and project planning
- Identify risks, issues, and dependencies, and proactively propose mitigation strategies
- Track project progress, benefits realisation, and performance metrics if required
- Support continuous improvement by identifying opportunities to enhance processes, governance, and ways of working
- Contribute to ad-hoc initiatives as required, often under tight deadlines and shifting priorities
- Other duties as directed.

Key Selection Criteria:

- Demonstrated experience supporting or delivering complex projects, strategic initiatives, or transformation programs
- Strong analytical and problem-solving skills, with the ability to translate complex information into clear, actionable insights
- Excellent written and verbal communication skills, including experience preparing materials for senior leaders
- Proven ability to manage multiple priorities and work effectively in fast-paced environments
- Strong stakeholder engagement skills, with the ability to collaborate and influence across teams and levels
- High level of professionalism, adaptability, and accountability, with a strong alignment to EY values

Essential:

- Tertiary qualification in a relevant discipline (e.g. Business, Finance, Nursing or similar)
- Current Driver's Licence.
- Current Police Check.

PD No: 119	PD Authorised by: Executive	Issue Date: 18.12.2025	Version: 1
		Page 1 of 4	
		Reviewed by: CEO	Last Reviewed: 18/12/2025
UNCONTROLLED WHEN DOWNLOADED		Authorised by: Chief Executive Officer	Next Review Due: 18/12/2027

Our Vision

Leading our communities to excellence in integrated health and MTHCS

Our Mission

To provide people of all ages with access to quality, person-centred care in the Mallee.

Our Philosophy

Equitable and timely access to innovative models of care, supported by a local workforce that is engaged with the community.

Our Services

Mallee Track Health and Community Service is a multipurpose service (MPS) for all Mallee Track Communities encompassing a total area of 18,000 square kilometres. The health services include General Practice Clinics and Urgent Care at Ouyen and Sea Lake, Acute and Sub-Acute inpatient and outpatient services at Ouyen and Sea Lake, Community Aged Care and Residential Aged Care at Ouyen and Sea Lake. The community services include Allied Health, Delivered Meals, Community Transport, Social Support and Leisure and Lifestyle activities for Ouyen and Sea Lake as well as Early Years education and care for Ouyen, Sea Lake, Underbool, Murrayville and Manangatang. Community development activities include Rural Outreach and Neighbourhood Houses.

Our Values



- **Accountability** We define our expectations and are accountable for our actions.
- **Excellence** We set high standards and continually strive to improve on them.
- **Compassion** We treat everyone with care, respect and dignity.
- **Teamwork** We work collaboratively and in the spirit of partnership.
- **Integrity** We endeavour to do the right thing in all circumstances, even if no-one is watching.
- **Transparency** We are open and honest and embrace positive change.

Public Sector Values

As a Public Sector organisation, Mallee Track Health and Community Service adheres to the public sector core values. All staff are required to uphold these values.

- **Responsiveness:** Providing frank, impartial and timely advice to the Government; providing high quality services to the Victorian community and identifying and promoting best practice.

PD No: 119	PD Authorised by: Executive	Issue Date: 18.12.2025	Version: 1
		Page 2 of 4	
		Reviewed by: CEO	
		Last Reviewed: 18/12/2025	
UNCONTROLLED WHEN DOWNLOADED		Authorised by: Chief Executive Officer	
		Next Review Due: 18/12/2027	

- **Integrity:** Being honest, open and transparent in dealings; using powers responsibly; reporting improper conduct; avoiding real or apparent conflicts of interest and striving to earn and sustain public trust of a high level.
- **Impartiality:** Making decisions and providing advice on merit and without bias, caprice, favouritism or self-interest; acting fairly by objectively considering all relevant facts and fair criteria and implementing Government policies and programs equitably.
- **Accountability:** Working to clear objectives in a transparent manner; accepting responsibility for their decisions and actions; seeking to achieve best use of resources and submitting themselves to appropriate scrutiny.
- **Respect:** Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying; using their views to improve outcomes on an ongoing basis.
- **Leadership:** Actively implementing, promoting and supporting these values.
- **Human Rights:** Making decisions and providing advice consistent with human rights and actively implementing, promoting and supporting human rights.

Mallee Track Health and Community Service is a smoke free workplace

Child Safe Organisation

Mallee Track Health and Community Service is committed to preventing child abuse, identifying risks early, and removing and reducing these risks.

Occupational Health and Environmental Safety

All MTHCS employees will:

- Ensure that they take reasonable care to protect their own health and safety, and the health and safety of others.
- Agree to abide by all of MTHCS infection prevention and control policies and procedures
- Use any equipment provided for health and safety purposes.
- Obey reasonable instructions given by MTHCS in relation to health and safety at work.
- Help MTHCS meet our duty of care, such as by undertaking hazard inspections.
- Comply with all MTHCS OHS policies and procedures
- Ensure they do not interfere with or misuse anything provided in the interests of health and safety

Section 21 of the Occupational Health & Safety Act 2004, requires an Employer to provide and maintain, so far as is reasonable and practicable, a safe workplace for all employees and ensure that no employee is placed at risk of injury while performing the duties and responsibilities required by their position.

To comply with this obligation, MTHCS requires all candidates/employees to have the mental and physical capacity to safely perform the inherent requirements of the position they are applying for (or have been appointed to).

If a risk is identified and fitness to safely perform the duties of the position needs to be determined, MTHCS with the agreement of the candidate/employee, will arrange an independent medical assessment to determine capacity to safely perform the inherent requirements of the position to minimise the risk of injury or aggravation of any pre-existing condition the candidate/employee may have.

Acknowledgement

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description, the legislative requirements and policies and procedures of the organisation.

PD No: 119	PD Authorised by: Executive	Issue Date: 18.12.2025	Version: 1
		Page 3 of 4	
		Reviewed by: CEO	Last Reviewed: 18/12/2025
UNCONTROLLED WHEN DOWNLOADED		Authorised by: Chief Executive Officer	Next Review Due: 18/12/2027

Signed: _____ Date: ____/____/____
Staff Member

Print Name: _____

Signed: _____ Date: ____/____/____
Manager / Executive

Print Name: _____

☐ cc: Personnel File

PD No: 119	PD Authorised by: Executive	Issue Date: 18.12.2025	Version: 1
		Page 4 of 4	
		Reviewed by: CEO	
		Last Reviewed: 18/12/2025	
UNCONTROLLED WHEN DOWNLOADED		Authorised by: Chief Executive Officer	
		Next Review Due: 18/12/2027	