



Position Description

Position title	Master Scheduler
Classification	EL1
Location	Brisbane/Sydney/Canberra
UPI number	ELL10215

About the Australian Digital Health Agency

The need for a connected healthcare system is greater than ever – one that’s accessible, progressive and secure. Better use of data and technology is helping people live healthier lives, with greater control and better access to important health information.

Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the National Digital Health Strategy for Australia, the [Australian Digital Health Agency](#) (the Agency) commenced operations on 1 July 2016.

The Agency is responsible for national digital health services and systems, with a focus on engagement, innovation, clinical quality, and safety. Our focus is on getting data and technology to work for patients, consumers and the healthcare professionals who look after them.

Our vision

A healthier future for Australians through connected healthcare.

Our mission

To create a collaborative environment to accelerate adoption and use of innovative digital services and technologies.

Our values



Working together
collaboratively



Respect and
trust



Transparent



Accountable



Innovative

Our Flexible Work Environment

The success of the Australian Digital Health Agency depends on the ability and opportunity of each individual team member to deliver projects and work outcomes.

The Agency is committed to creating conditions for high performance which includes taking a holistic view of the needs of individuals, while also creating opportunities to build connections and collaborate in ways that support face-to-face and virtual work environments.

To support our principals based flexible work arrangements, the Agency has developed a Flexible Work Arrangement Policy. This policy sets out the conditions under which Agency staff can work, and assists with creating a work environment that enables the Agency and our people to strike a balance of a successful career, and a satisfying working life.

Division overview

Policy Programs and Engagement – responsible for informing policies, managing external stakeholder relationships, and being the place of excellence for driving program delivery, reporting and outcomes.

Primary purpose of position

As the Master Scheduler you will be responsible for providing support to the Director, Portfolio Prioritisation and Planning in the Enterprise Portfolio Management Office (EPMO). The EPMO leads work across the Agency to effectively prioritise, plan and manage the Agency's portfolio of projects and programs.

As the Master Scheduler you will be responsible for the following:

- Providing expert advice to program and project teams on program and project scheduling including clear dependencies, deliverables and milestones management aligned to the Agency's Portfolio Project Management Framework (PPMF) and Portfolio Project Management (PPM) Tool.
- Developing and maintaining best practice strategies within the EPMO's Resource and Schedule Management.
- Leading planning activities with program and project teams to assist with their schedule development and maintenance throughout the program and project lifecycle.
- Developing and maintaining a portfolio schedule, and providing regular reporting updates on the status of the portfolio schedule.
- Supporting the program and project teams with resource planning.
- Resolving any inaccuracies or issues that the program and project teams encounter related to scheduling and resource planning.
- Building and maintaining strong collaborative relationships with internal teams.

To succeed as the Master Scheduler, you will exhibit a high level of flexibility and an ability to multi-task at all times while working with a considerable degree of independence, under broad direction. You will demonstrate sound decision making and judgement and engage in complex problem-solving issues management.

Relevant duties

1. Leadership and Accountability

- Provide expertise across a broad range of activities potentially relating to the work of different program areas.
- Recommend strategic directions for area of responsibility and consider wider Agency implications when making decisions.
- Consider and effectively manage competing priorities and strategic directions when achieving team

planning and project outcomes in line with Agency goals and objectives.

- Implement change and manage ambiguity in the workplace.

2. Management Diversity and Span

- Deliver quality outputs ensuring that employees maintain a high level of specialist, professional and/or technical expertise.
- Coordinate and undertake detailed or sensitive projects that impact on the strategic, political or operational outcomes of the agency.
- Plan and monitor work processes, direct and coordinate quality assurance practices and set performance indicators.

3. Job Context and Environment

- Undertake work activities with an awareness of their possible impact on strategic, political or operational outcomes for the agency/program.
- Attain and maintain an extensive understanding of the role and responsibilities of the agency, including an understanding of the APS operating environment more broadly.
- Work within established legislative and policy frameworks.

4. Independence and decision-making

- Work with a level of independence, under broad direction, with a concurrent need to resolve issues and deliver quality outcomes.
- Communicate and make decisions with a high level of impact on the functional area and the potential to impact more broadly on agency operations and externally.
- Communicate and make decisions that are based on professional judgement, evaluating risks and in the context of a complex and changing environment.

5. Stakeholder Management

- Engage and collaborate with key stakeholders to identify opportunities, achieve outcomes and facilitate cooperation.
- Develop and manage a range of stakeholder relationships.
- Establish and maintain internal and external networks.

Essential requirements

Ability to obtain and maintain a Baseline security clearance with the ability to obtain and maintain a higher clearance if required by the Agency

Ability to obtain and maintain national police check.

Australian Citizenship is a condition of eligibility.

Restriction duty

Not applicable

Capabilities

These capabilities are in line with the Australian Public Service Commission integrated leadership system which can be found on the [Australian Public Service Commission website](#).

Qualifications

- Relevant tertiary qualifications with at least five years' experience in EPMD within a government environment.

- Scheduling, program or project management certification in PRINCE2, Agile, PMBOK, MSP or related methodology.
- Technical expertise using a range of data base programs specifically Microsoft Excel
- Must possess the required certification needed in fields like supply chain, project management, or business management, with a minimum of five years' experience working in a similar position.

Working in the APS

Australian Public Service (APS) Values guide us through our working lives, setting expectations for shared behaviour that keep our workplace harmonious and productive. The values are also a promise to the people of Australia that we can be trusted to act with integrity, in their service and in accordance with the Public Service Code of Conduct.