

Position Description

POSITION TITLE:	Project Lead
REPORTS TO:	Innovation Hub Manager
EMPLOYMENT TYPE/STATUS:	Full time
EMPLOYMENT STATUS:	Maximum Term (15 months)
CLASSIFICATION:	Level 8
DATE REVIEWED:	December 2025

Team Overview

The Operations and Innovation Team is based in Carlton at the BreastScreen Coordination Unit and is responsible for:

- Asset and Capital Management
- Coordination and management of BSV's Innovation agenda
- Environmental sustainability
- Facilities management
- Finance and Budgeting
- People and Culture
- Policies, Procedures and Compliance
- Project Management
- Risk management
- Service provider contract management, including statewide capacity management

It also supports the Chief Executive Officer in strategic planning and corporate governance obligations.

Role Objective

The Project Lead is responsible for the successful delivery of specific approved projects at BreastScreen Victoria contributing to the strategic plan of BSV. This involves leading the project team(s) and building relationships with key stakeholders to ensure projects are successful from start up through to closure.

Projects are expected to have an IT component, and the Project Lead is expected to be able to liaise effectively with this stakeholder group. The role is responsible for managing delivery success in terms of schedule, scope, and budget, and operational success, ensuring that the business is set up to successfully achieve the benefits after project closure.

The projects must follow the BSV Project Methodology, based on Prince 2. The role is expected to provide feedback and assist in continuous improvements of the methodology as well as support the Innovation Hub Manager as a custodian of the Methodology. This may include mentoring other Leads in the use of the Methodology and ensuring it is widely adopted to ensure all projects at BSV are successful.

Key Responsibilities – Include but not limited to:

	Key Responsibility	Key outcomes
1	Project Set Up and Planning a. Complete detailed planning for projects and gain Project Board approval, including working with stakeholders and the project team to: a. Confirm Objectives, Benefits and Scope b. Collate project risks and relevant lessons learnt c. Create the schedule and budget d. Create approval documentation	All artefacts required according to the BSV Methodology are completed to the desired quality
2	Project Management	

	<ul style="list-style-type: none"> a. Communicate timelines to team members and drive activity completion b. Track project progress against the schedule c. Track financials against the budget d. Mitigate and manage risks and issues and maintain risk and issues logs e. Manage changes to the project appropriately, including consultation and approvals f. Create status reports and other deliverables required for the project which may include process or training material g. Develop Project Board packs 	<ul style="list-style-type: none"> a. Project team members are engaged b. Project artefacts are maintained c. Project Progress is as expected d. Risks and issues are communicated and escalated as required
3	Project Closure <ul style="list-style-type: none"> a. Facilitate Lessons Learnt Discussions b. Complete required documentation 	<p>All artefacts required according to the BSV Methodology are completed to the desired quality</p>
4	Client First <ul style="list-style-type: none"> a. Ensure Project outcomes improve the client deliverables. b. Identify and assess opportunities for BSV to improve the BSV Project Management c. Methodology. d. Support the Innovation Hub Manager in implementing changes to the Methodology 	<p>Contribute ideas to improve the BSV Project Management Methodology</p>
5	<ul style="list-style-type: none"> a. Stakeholder Management, Change and Communication b. Build a strong relationship with the Project Sponsor, ensuring the project meets the expectations of the Sponsor c. Build strong relationships with team members, Managers, the Executive Team, and key stakeholders across the organisation d. Conduct Project communication activities e. Manage any change arising from the project to ensure it is well accepted by stakeholders and 	<p>Communicate relevant information to pertinent stakeholders</p>

	<p>developing any artefacts to ensure the change is successful (including training material)</p> <p>f. Mentoring of Informal Project Leads</p>	
6	Other duties, consistent with skills and experience, as directed by the line manager	

Level of Supervision and independence

As a level 8 employee, as per the BSV Enterprise Agreement, this role requires a high level of management and organisational skills, specifically the ability to contribute to the strategic plan of BSV. The incumbent will be required to take a broad, ongoing leadership role as well as work effectively in a team environment at a senior level, with the capacity to lead and support others.

A high level of interpersonal and negotiating skills, excellent communication and the ability to liaise and negotiate with stakeholders at a senior level will be required whilst monitoring resources and balancing completing priorities to achieve results.

Level 8 employees are required to draw on specialist skills and knowledge, and demonstrate the ability to anticipate and assess the impact of change. Furthermore, it is expected that the position will create and foster awareness of the opportunity for change and create an environment conducive to change.

Key Behaviours and Values

At BreastScreen Victoria, our values are more than words on a page; they reflect who we are and how we work. Our values inform our everyday decisions. They guide how we interact, solve problems, support clients, and contribute to a strong, unified team.

From the way we support each other to how we welcome and care for our clients, our values of Caring, Respect, Collaboration, Inclusion, and Excellence form the foundation of our workplace culture.

BreastScreen Victoria provides positive guidelines around key behaviours and values to ensure the work of all employees is effective, respectful and contributes to the positive culture of our organisation. Adherence to the BSV Performance Behaviours Dictionary, Code of Conduct and other relevant organisational policies and procedures is an ongoing requirement of the role.

Key Selection Criteria

Academic Qualifications	
ESSENTIAL	DESIRABLE
Tertiary qualification	Formal project management certification/qualification, preference for Prince 2 certification

Technical Abilities & Skills	
ESSENTIAL	DESIRABLE
Demonstrated experience leading projects	Experience using MS Project
Advanced skills in schedule management	
Demonstrated strong verbal and written communication skills and stakeholder engagement skills	
Experience working on IT projects	

Personal Abilities & Behaviours	
ESSENTIAL	DESIRABLE
Strong organisational skills	Experience with MS Teams and MS Planner
Builds and maintains effective relationships with a diverse range of internal and external stakeholders to facilitate activities	Experience working with Clinicians
Collaborative team player	Experience working with IT vendors
Strong analytical skills	
Growth mindset. Always seeking personal growth and improvement	

Relationships

INTERNAL	EXTERNAL
BreastScreen Coordination Unit: <ul style="list-style-type: none"> • Project Managers • Executive and Leadership Group • SMEs 	Reading and Assessment Services: Program Managers Screening Site Providers: Designated Radiographers

Diversity & Inclusion

We are committed to promoting diversity, inclusivity and accessibility within our workplace, and encourage people from diverse communities and backgrounds to apply for roles at BreastScreen Victoria. This includes (but is not limited to): people from multicultural backgrounds; LGBTIQ+ communities; Aboriginal and Torres Strait Islander peoples; and people with disability.

BreastScreen Victoria have a number of policies, procedures and systems that promote inclusive behaviours throughout our workforce. They are all key indicators for successful performance in this role.

About BreastScreen Victoria

BreastScreen Victoria operates a population-based breast cancer screening program that aims to reduce the impact of breast cancer and save lives through early detection. We provide free breast screens (mammograms) to women and the trans and gender diverse community aged 40 and over without breast symptoms, targeting those aged 50 to 74 years who are proven to benefit the most from population-based screening.

We are contracted by the Victorian Department of Health to deliver breast screening in Victoria as part of the national BreastScreen Australia Program.

BreastScreen Victoria operates across a network of permanent and mobile screening clinics and assessment services to provide high-quality and inclusive care for the Victorian community.

Our program is client-focused, embedding client input and feedback at every stage.

Our services are quality assured and accredited under the BreastScreen Australia National Accreditation program, and our performance is measured against the National Accreditation Standards.

Our program



The BreastScreen Victoria program is for women, including eligible trans and gender diverse people.



The program is for women with no breast symptoms.

50-74

BreastScreen Victoria invites women aged 50-74 to get a breast screen (mammogram), based on evidence that screening is most effective in this age group. The program is also open to women over 40.



A breast screen is recommended every two years.



Clients may be called back for further tests. This does not mean breast cancer is present; however, more tests may be necessary.

How we deliver our program



The BreastScreen Victoria program is free.



A breast screen takes just 10 minutes.



No Medicare or doctor's referral is needed.



All breast screens are conducted by experienced woman radiographers.



Breast screening and assessment services are available across Victoria. Two mobile screening services provide screens in rural and regional communities.

Strategic Plan 2025–2029

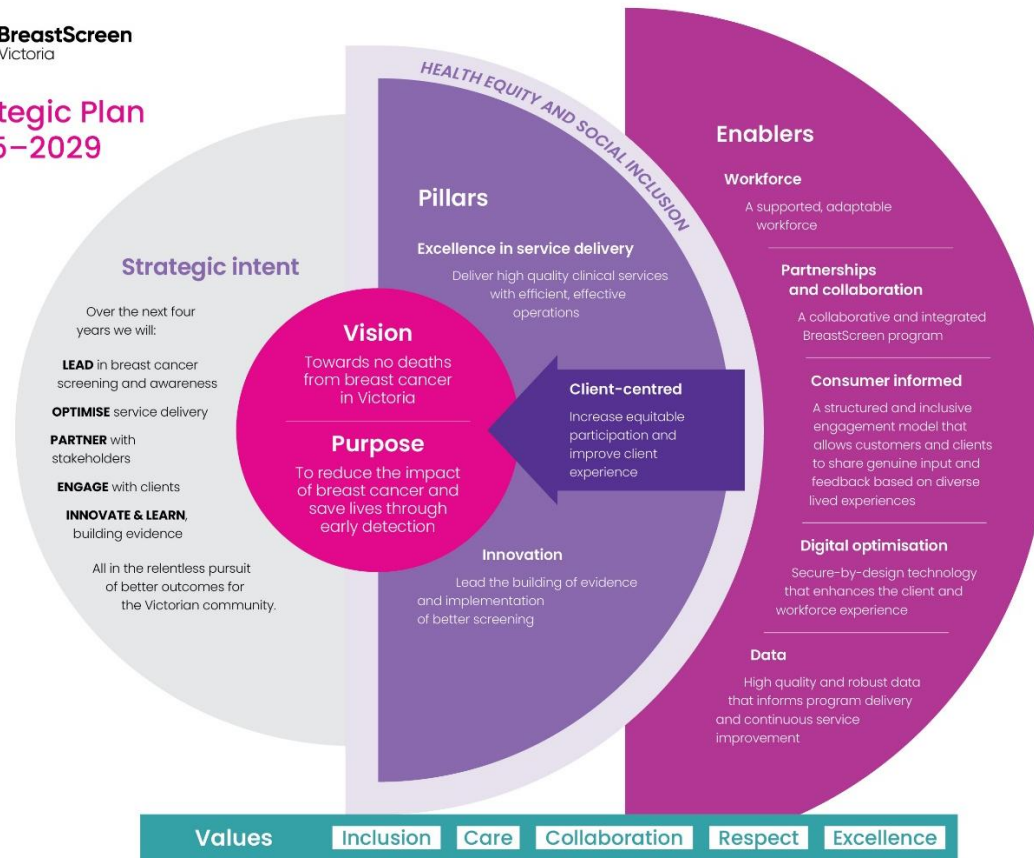
Our Strategic Plan for 2025–2029 sets a bold vision and purpose, guiding our organisation toward a future of no deaths from breast cancer in Victoria.

This Plan is closely aligned with the [Victorian Cancer Plan](#) and the [Australian Cancer Plan](#), both of which emphasise inclusive participation in breast cancer screening and enhancing outcomes across priority populations.

Our people are at the heart of everything we do. This Plan highlights the focus and investment needed to build a supported, adaptable workforce, with strong program and clinical leadership and new capabilities, both now and into the future.

Developed through extensive consultation with consumers, service providers, staff, partner organisations, and government stakeholders, this Plan reflects a shared commitment to delivering equitable, high-quality breast screening services for all.

Strategic Plan 2025–2029



Understanding and acceptance of Position Description

Employee Signature: _____ Date: _____

Employee Name: _____

Manager Signature: _____ Date: _____

Manager Name: _____