

## POSITION DESCRIPTION

<b>Position Title:</b>	Project Coordinator - Project PeopleConnect
<b>Business Unit/Department:</b>	People & Culture Operations & Workforce Systems Division
<b>Division:</b>	People, Culture & Communications Directorate
<b>Award/Agreement:</b>	Health & Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
<b>Classification:</b>	Grade 3 – Level 1 to Level 5 (HS3 to HS25)
<b>Reports To:</b>	Senior Manager – Workforce Systems & Projects
<b>Direct Reports:</b>	M/A
<b>Date Prepared/Updated:</b>	2 March 2026

### Position Purpose

Western Health is on an ambitious journey to continually enhance our employee experience. With the successful go-live of PeopleHub and TalentHub (SAP SuccessFactors), Project PeopleConnect (PC) has delivered the organisation's first fully integrated Human Resources Information System (HRIS).

The next phase of Project PeopleConnect includes the introduction of two new HR Platforms:

1. **HR Service Management (HRSM)** will provide a centralised, digital platform for employees and managers to access HR support, policies, knowledge articles, and service requests. By introducing standardised workflows and case management, HRSM will improve transparency, reduce manual effort, and enhance the responsiveness and consistency of People & Culture services.
2. **RosterHub**, which will introduce RLDatix Optima, a cloud-based rostering, time and attendance solution, and the award interpretation engine supporting SAP Payroll. Delivered in partnership with the Royal Melbourne Hospital and the Royal Women's Hospital, RosterHub will strengthen rostering practices, improve accuracy, and significantly reduce manual effort for employees, managers, and Payroll Services.

The Project Coordinator - PeopleConnect is responsible for the coordination of day-to-day administration for Project PeopleConnect. The position works with the project working group and steering committee to support minuting meetings, diary management and scheduling, updating the project plans, preparation of reports, maintaining project logs and registers and documentation in the project repository, maintaining and submitting project expenses and liaising with project stakeholders.

### Business Unit Overview

People and Culture provide advice and employment related services across Western Health. Operational People and Culture management within Western Health is primarily the responsibility of line management and the role of People and Culture function is to support them to effectively perform this role.

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The People and Culture function comprises the main functional areas of People and Culture, Employee Relations, Recruitment Services and Workforce Planning and Development. The teams aim to work in an integrated way to support a high standard of People and Culture management practice within Western Health that aligns with the organisation's core values.

### Key Responsibilities

- Provide a professional and timely administrative support to the project team and steering committee
- Prepare meeting agendas and complete meeting minutes
- Manage calendars, correspondence and workflow, and determine actions required.
- Prepare high quality correspondence, reports, project documentation, and supporting documents.
- Update the project plan and maintain a repository of project artefacts
- Liaise with the vendor and implementation partner working group to coordinate project scheduling
- General administration support including training coordination, IT setup and support, organising catering, induction of new staff, and coordination of office resources
- Submit expense claims and maintain project financial reporting
- Supports the development of project documentation and training materials, allocates appropriate repositories and feedback mechanisms to project manager and team
- Supports consultation and engagement with stakeholders to scope, plan and facilitate training sessions for employees, managers and internal People and Culture team, developing training plans, collect feedback
- Supports the development of learning materials for WeLearn, intranet content, demonstration videos, quick reference guides, detailed process mapping and internal system administrative documentation
- Collaborates with project team to ensure project is on schedule, risks are raised and mitigated, milestones are met and opportunities are feed back to the team
- Coordinates knowledge transfer from vendor/implementation partner to internal WH Resources to support the training, go-live and on-going
- Ensures all required documentation and project artefacts are collected and allocated to the project repository
- Ensures compliance and internal governance is adhered throughout project
- Develops comprehensive hand-over material to People and Culture operational and leadership teams to manage and maintain the solutions as business as usual
- Prepare relevant communications and reports as required
- Ensure Western's interests and business requirements are met to enable seamless continuation of operations across, rostering, payroll and HR processes.
- Acts as a PeopleHub champion
- Other duties as directed by manager

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

### Key Working Relationships

#### Internal:

- People & Culture Team
- Western Health Employees
- Functional SMEs
- Project Stakeholder – DTS, Performance Unit, NMWU, MWU, HSS
- Steering Committee

#### External:

- Melbourne Precinct – Royal Melbourne Hospital and Royal Women's Hospital
- RLDatix
- Deloitte

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- SAP Australia
- Libertas (Tambla)

### Key Selection Criteria

#### Essential:

- Strong administrative, time management, and organisational skills with demonstrated capacity to manage several tasks concurrently and to meet deadlines.
- Excellent verbal and written communication skills with internal and external stakeholders on numerous subjects and issues.
- The ability to prioritise your own workload and deliver within agreed timeframes.

#### Desirable:

- Experience as a Business Analyst
- Additional Project Management Capabilities
- Health or Public Sector Experience

### Additional Requirements

All employees are required to:

- Obtain a police/criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

### General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all

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responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs

- Western Health is a smoke free environment

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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