

ORGANISATIONAL OVERVIEW

Introduction:

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Community Hospital
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub
- Mernda Community Hospital

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

Our Vision:

Creating a healthier future by working together, innovating and delivering great care.

Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

Our Priorities:

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

Safety, Quality and Clinical Governance at Northern Health:

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

Commitment to Child Safety at Northern Health:

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

Family Violence and Child Safety Statement:

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

Essential:

- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.



POSITION DESCRIPTION

Position Title:	Workforce Project Coordinator
Business Unit/Division:	People & Culture – Workforce Planning & Projects
Award Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2025–2027
Classification:	HS3
Employment Type:	Ongoing Full Time
Reports to:	Director Workforce Planning & Projects
Date Prepared/Updated:	July 2026

ROLE STATEMENT

General Role Statement:

The Workforce Project Coordinator provides project coordination and administrative support to the Workforce Planning & Projects team to assist with the successful delivery of workforce initiatives, programs and compliance activities. The role supports the planning and implementation of projects by coordinating meetings, maintaining project documentation, monitoring actions and timelines, following up stakeholders and supporting reporting requirements.

The position contributes to a range of workforce initiatives including workforce planning, workforce systems, Equity, Diversity and Inclusion (EDI), Gender Equality and other People & Culture projects. The role also assists in coordinating activities that support compliance with legislative, regulatory and organisational requirements.

Working collaboratively with team members and stakeholders across Northern Health, the Workforce Project Coordinator helps ensure project activities remain on track, risks and issues are identified and escalated appropriately, and agreed actions are completed within required timeframes.

All employees:

Quality, Safety, Risk and Continuous Improvement

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.

- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

Project Coordination and Delivery Support

- Coordinate project activities, meetings, workshops and stakeholder engagements.
- Maintain project plans, action registers, schedules and supporting documentation.
- Monitor project timelines and key deliverables and provide regular updates to the team.
- Prepare agendas, minutes, presentations and other project documentation.
- Support the implementation of workforce projects and initiatives across the Workforce Planning & Projects portfolio.

Stakeholder Liaison and Follow-Up

- Liaise with internal stakeholders to support project activities and information gathering.
- Monitor and track project actions, deliverables and milestones to support achievement of agreed outcomes.
- Follow up stakeholders to ensure actions and commitments are completed within agreed timeframes.
- Maintain action registers and provide status updates to project leads and team members.
- Coordinate responses and ensure information is provided to the appropriate stakeholders when required.
- Identify and escalate potential delays, risks or barriers that may impact project timelines or deliverables.
- Support effective communication between stakeholders and the Workforce Planning & Projects team.

Workforce Programs, Compliance and Reporting

- Support the coordination and delivery of workforce programs and initiatives across the Workforce Planning & Projects portfolio, including Equity, Diversity and Inclusion (EDI), Gender Equality and workforce improvement projects.
- Assist in coordinating activities required to support legislative, regulatory and organisational compliance obligations.
- Monitor key deadlines, reporting milestones and action items and follow up with stakeholders to support timely completion of requirements.
- Collect, compile and maintain information required for reports, audits and project updates.
- Support the administration of Gender Equality and EDI initiatives, including meetings, consultations, training activities and action tracking.
- Maintain accurate records and supporting documentation in accordance with organisational requirements.

Administration and Continuous Improvement

- Provide administrative support to project working groups, committees and team initiatives.
- Maintain project filing systems, templates, registers and records.
- Identify opportunities to improve administrative processes and project coordination practices.
- Contribute to a collaborative and service-focused team environment.

SELECTION CRITERIA

Qualifications, Registrations and Qualities:

- Certificate, Diploma or equivalent qualification in Business Administration, Human Resources, Project Administration or a related discipline, or relevant experience in a similar role.

Experience:

- Providing project coordination, administration or governance support in a complex organisation.
- Coordinating meetings, action registers, schedules, project documentation and tracking actions to completion.
- Preparing reports, correspondence and meeting documentation.
- Working with multiple stakeholders and managing competing priorities.

Knowledge, Skills and Behaviours:

- Strong organisational and time management skills with the ability to manage multiple tasks simultaneously.
- Demonstrated ability to monitor progress, coordinate activities and follow up outstanding actions.
- Excellent attention to detail and accuracy.
- Well-developed written and verbal communication skills.
- Proficiency in Microsoft Office applications and administrative systems.
- Ability to build effective working relationships with a broad range of stakeholders.
- Demonstrated initiative, adaptability and problem-solving skills.
- Commitment to customer service, continuous improvement and teamwork.

Employee Declaration

I have read, understood and accept the above Position Description.
(Please print name)

Signature:

Date: