



P&C Coordinator

Success Profile

As at 3/06/2025

You will make a difference by	Coordinate the ongoing administration and day to day functionality of People and Culture HRIS systems and processes.
To succeed, you will need	<ul style="list-style-type: none"> • Relevant experience of working in a P&C admin coordinator role • Experience of HRIS (iChris preferred) • Be outcome driven • Excellent attention to detail, with a passion for process, compliance and continuous improvement • Experience of interpreting Enterprise Agreements (preferably in Health) • A tertiary qualification in HR (or working towards one)
You will improve and promote One Team IPC Health by	<ul style="list-style-type: none"> • Acting with purpose, measuring our results, and celebrating achievements (<i>We make a difference</i>) • Going above and beyond, demonstrating understanding and respect for our communities and each other (<i>We are passionate</i>) • Learning, experimenting and innovating (<i>We are creative</i>)
We will contribute to your success by	<ul style="list-style-type: none"> • Providing opportunities for you to share what is important to you, your wellbeing, and what you need. • Aligning the contribution you make to IPC Health's strategy. • Guiding you in what to do, when and how to do it. • Developing your skills with regular feedback and exploring career opportunities. • Ensuring you feel fulfilled at the end of each workday. • Being committed to maintaining a barrier-free environment for all and welcoming individuals of diverse backgrounds, including but not limited to, those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the LGBTI communities.
Key Deliverables and Measures	<ul style="list-style-type: none"> • Work in collaboration with the P&C Business Partners to manage and action staff movement workflows • Collaborate with internal stakeholders to streamline processes and workflows • Be the first point of contact for P&C / HR queries from managers and employees • Develop reference guides and provide on job training to our internal stakeholders on how to use HRIS



	<ul style="list-style-type: none"> • Troubleshoot and resolve HRIS issues, providing technical support to the P&C Team • Support the P&C Team with generalists HR tasks and organisational initiatives
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Team	<ul style="list-style-type: none"> • People and Culture
Reports to	<ul style="list-style-type: none"> • Manager, People and Culture • Indirect reporting to P&C Business Partners
Contract Type	<ul style="list-style-type: none"> • Part time .8 FTE / Fixed term contract 1 year
Key relationships	<ul style="list-style-type: none"> • P&C Business Partners • Payroll Team Leader • P&C Administrator • People Leaders and Managers • Employees

Our Purpose	
Improve quality of life for the people and communities we serve by maximising access to health and wellbeing services.	
Vaccination category of role	C – Influenza, MMR

Our Values		
<p>We are passionate</p> <p>We go above and beyond, demonstrating understanding and respect for our communities and each other.</p> 	<p>We make a difference</p> <p>We act with purpose, measure our results and celebrate achievements.</p> 	<p>We are creative</p> <p>We learn, experiment and innovate.</p> 