

Digital Impact Coordinator

Success Profile

As at 15/10/2025

You will make a difference by	Coordinating digital initiatives that enhance client and staff experience, enable the intranet transition to SharePoint through structured content migration and stakeholder engagement, support website management, facilitate change and adoption activities, and assist AI pilot delivery with documentation and scheduling.
To succeed, you will need	- Tertiary qualification (Bachelor's or Cert IV) in Business, Information Systems/IT, Health Informatics or a related field 2–4 years' experience coordinating digital, communications or change projects in a complex environment (healthcare, government or not-for-profit desirable) - Demonstrated project coordination experience (health/NFP ideal) with strong stakeholder collaboration and clear written/verbal communication - Confident using Microsoft 365 tools (Planner, SharePoint/Teams, Excel, PowerPoint) to run projects and present updates - Familiarity with SharePoint and intranet/content-migration basics - Practical AI literacy (e.g., prompt hygiene, bias/privacy awareness) and willingness to learn - Strong stakeholder collaboration, curiosity and both an innovation and a continuous-improvement mindset - Organised, proactive and detail oriented
You will improve and promote One Team IPC Health by	- 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	• 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	• Coordinated project plans and timely, audience-ready status reports for assigned initiatives. • Intranet migration artefacts - content inventory/audit, migration trackers, site-owner registry; comms and training packs across paid, earned and owned channels, both internal and external. • Well-run governance - agendas, papers, notes, action and RAID logs; early escalation of risks/dependencies. • UAT and go-live support - test scripts, defect triage, cut-over checklists and hypercare coordination. • Benefits/adoption snapshots that feed Digital Health reporting (usage, satisfaction, stories/insights) • Effectively and efficiently supporting workshop delivery and project update communications

Team	• Brand, Marketing, Communications & Digital Impact - collaborative, creative and outcome-driven.
Reports to	• Manager, Brand & Digital Impact
Key relationships	• Senior Manager, Strategic Advisor (CEO Office) • Digital Impact Coordinator • Communications & Marketing Team • IT • Data & Analytics • Service Impact • Program/service leads • Suppliers
Location	The employee may reasonably be required to travel and work at other locations dependent on the need of the business.

Vaccination category of role	C	
Systems required for role	M365	CoPilot Enterprise
	Intranet	SharePoint

Our Purpose

We improve quality of life for the people and communities we serve by maximising access to health and wellbeing services.

Our Values

We are passionate

We go above and beyond, demonstrating understanding and respect for our communities and each other.



We make a difference

We act with purpose, measure our results and celebrate achievements.



We are creative

We learn, experiment and innovate.

