



Position Description

Position Details		
Position Title: Corporate Services Coordinator	Department: Finance and Corporate Services	Agreement: Victorian Stand-Alone Community Health Services (Health and Allied Health Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2022-2026
Reports To: Corporate Services Manager	Location: Hawthorn or Lilydale	
Direct Reports: Nil	Employment Status: Permanent Part time 0.6 EFT	Classification: Grade 3
Position Primary Purpose		
<p>The purpose of this position is to ensure Access Health and Community's operations are well supported, with the right infrastructure, facilities and suppliers to deliver high quality, safe and sustainable services. To deliver on this purpose the Corporate Services Coordinator will coordinate facilities and asset management, and procurement, and support the Corporate Services Manager to effectively manage supplier contracts.</p>		
Decision Making Authority		Key Relationships
<p>Decisions made independent of Manager In accordance with the organisation's Delegation of Authority</p>		<p>Internal</p> <ul style="list-style-type: none"> • Corporate Services Manager • CFO • Managers and Senior Managers • Front line staff <p>External</p> <ul style="list-style-type: none"> • Internal and external customers • Service providers and contractors • External vendors

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

Key Accountabilities	
Focus Areas	Responsibilities
People Centred	<ul style="list-style-type: none"> Proactively contributes to a warm and welcoming environment for all Demonstrates openness, inclusiveness, sensitivity, and respectful interactions with all people Listens to, understands and demonstrates empathy and respect through words and actions
Commitment to Access	<ul style="list-style-type: none"> Works collaboratively with others and shares information freely to identify and implement opportunities for innovation and integration of work
Collaboration & Innovation	<ul style="list-style-type: none"> Works collaboratively with others and shares information freely to identify and implement opportunities for innovation and integration of work
Risk Quality & Safety	<ul style="list-style-type: none"> Contribute to organisational risk, quality and safety systems being implemented across the team Contribute to and comply with regulatory, contractual and organisational requirements; including contribution to preparation for accreditation activities. Contribute to the development, review and implementation of policies and procedures to support compliance in providing quality work.
Technical, Professional & Clinical Focus Area	<p>Strategic and operational management of all AccessHC facilities and procurement, including:</p> <p>Facilities and Infrastructure</p> <ul style="list-style-type: none"> Ensure facilities and infrastructure management requests are actioned and completed in a timely manner Maintenance of all facilities and related registers Ensure Building, Essential Services and Fleet compliance and management requirements are met. Ensure planned and reactive asset maintenance activities are planned undertaken Contractor management to ensure all facilities requirements are undertaken Support facilities projects. <p>Procurement</p> <p>Working collaboratively with AccessHC Operational and Corporate teams, working with the Corporate Services Manager, they will have an active role in:</p> <ul style="list-style-type: none"> Designing and driving strategic procurement initiatives.

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Key Accountabilities	
Focus Areas	Responsibilities
	<ul style="list-style-type: none"> • Management of procurement initiatives, supplier management, contract management and negotiations. • Identify cost reduction strategies • Oversight of related registers.
Governance and Compliance	<ul style="list-style-type: none"> • Act in accordance with AccessHC's policies, procedures and code of conduct • Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position • Participate in mandatory training requirements to support the delivery of a safe and effective service
Workplace Health and Safety	<ul style="list-style-type: none"> • Act in accordance with health and safety policies and procedures at all times • All staff are required to take reasonable care for their own health and safety and that of other personnel that could be affected by their conduct
AccessHC Values	<ul style="list-style-type: none"> • Through actions and behaviour, demonstrate AccessHC Values of; <i>Equity, Collaboration, Respect, Innovation</i> and <i>Quality</i>

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Selection Criteria	
<p>Mandatory Selection Criteria items</p> <ul style="list-style-type: none"> • Police Check • International Police Check (<i>mandatory if lived/work o/s in past 10 yrs</i>) • Working With Children Check <p>Key Selection Criteria items</p> <ul style="list-style-type: none"> • Tertiary qualifications in Commerce/ Business. or related discipline • Experience in Facility or Fleet management coordination within community or healthcare sector will be highly advantageous • Proven experience in facilities management in a multi-site environment with hands-on experience with office setup, furniture relocation, or minor maintenance tasks • Evidence of highly developed interpersonal, communication, negotiation and consultative skills • Strong knowledge of building systems, maintenance procedures, and regulatory compliance • Demonstrated high level administration and project management skills with proficiency in Microsoft Office and relevant software applications 	<p>Attributes we value</p> <ul style="list-style-type: none"> • A strong sense of accountability and a commitment to delivering quality outcomes • Outstanding organisational skills, a strong ability to manage competing priorities • Logical and practical thinker who is capable of problem solving and willing to make key change decisions • Strong attention to detail and proactive approach to customer service • Ability to lead transformation and develop and implement new processes and systems • Strong understanding of risk, quality and compliance management • Strong project management skills • Demonstrated ability to work in a team environment • Demonstrated behaviours consistent with AccessHC values
<p>Our Commitment to Diversity and Inclusion</p> <p>Access Health and Community is an equal opportunity employer committed to providing an inclusive working environment that embraces and values all people, regardless of cultural background, age, gender identity, sexuality or lived and living experience.</p> <p>We strongly encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally diverse backgrounds, people with disability, people of all genders and sexualities, and people with lived and living experience.</p> <p>We recognise the strength, resilience and ongoing contributions of First Nations peoples and are committed to advancing reconciliation through our employment, service delivery and organisational practices.</p> <p>All compliance requirements will be assessed on a case-by-case basis, and a criminal history does not automatically exclude an applicant from employment. All applications will be treated confidentially.</p>	
Authorisations	
<p>Employee Name:</p> <p>Signature: _____</p> <p>Date: / /</p>	<p>Manager Name:</p> <p>Signature: _____</p> <p>Date: / /</p>

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