

SUCCESS PROFILE

Project Officer (OCEO) – Grade 4

To excel in this role, you'll use your project coordination, governance and stakeholder management skills to support effective delivery across organisational projects. You will bring a proactive mindset, strong judgement and the ability to keep information, people and actions aligned, while working collaboratively with internal teams and external partners.

As at 11/09/2026

You will make a difference by

- Coordinate project schedules, meetings, milestones and administrative activities to support the effective delivery of assigned projects.
- Maintain project registers, including risks, assumptions, issues, actions, decisions and dependencies, ensuring information is accurate, current and accessible.
- Monitor project deliverables and proactively follow up outstanding actions with relevant stakeholders to support progress against agreed timelines.
- Prepare clear and timely project status updates, briefing materials, presentations and governance reports for internal stakeholders.
- Coordinate governance forums, workshops and project meetings, including preparing agendas, documenting minutes and tracking agreed actions.
- Maintain project documentation, templates, repositories and version control processes in line with organisational standards.
- Engage with business owners, sponsors, internal stakeholders, technical specialists, vendors and subject-matter experts to support effective communication and project coordination.
- Maintain Microsoft Teams, SharePoint and other collaboration platforms to support project communication, document management and stakeholder access.
- Support project assurance, governance, audit and compliance activities by coordinating inputs, maintaining records and meeting required timeframes.
- Assist with procurement administration, contractor onboarding and resource coordination to support delivery of assigned project activities.
- Contribute to continuous improvement by identifying opportunities to streamline project administration, reporting and governance processes.

To succeed, you will need	Desirable: • Project management qualifications and/or certifications. • Exposure to Prince2, Agile, Scrum or other structured project methodologies. • Procurement, contractor onboarding or vendor coordination experience. Other: • The passion and drive to improve the quality of life for the local community, children and families we support. • Strong project coordination skills, excellent attention to detail and the ability to communicate effectively across technical and non-technical stakeholder groups. • Previous exposure to opening new sites for medical, clinical, mental health and family services and/or implementing central service systems, digital transformation, technology or similarly complex project environments. • Strong organisation and time-management skills with the ability to prioritise competing activities. • Experience maintaining project schedules, registers and governance documentation, with strong document management, quality control and attention to detail. • Strong written and verbal communication skills, including experience preparing reports, meeting papers, minutes, presentations and executive updates. • Strong Microsoft 365 capability, including Teams, SharePoint, Excel, Word and PowerPoint. • Ability to establish productive relationships with stakeholders at different levels. • Experience facilitating change implementation strategies • Understanding of project governance, risk and assurance processes. • Valid Australian working rights. Sponsorship is not available for this opportunity. • Working with Children Check • Satisfactory National Police Check
You will improve and promote One Team IPC Health by	• Acting with purpose, measuring our results, and celebrating achievements. (We make a difference.) • Going above and beyond, demonstrating understanding and respect for our communities and each other. (We are passionate.) • Learning, experimenting and innovating. (We are creative.)

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	• Assigned project activities are coordinated effectively, with schedules, milestones, meetings and administrative requirements maintained to support timely delivery. • Project registers, including risks, assumptions, issues, actions, decisions and dependencies, are accurate, current and regularly maintained. • Project deliverables and outstanding actions are monitored and followed up with relevant stakeholders to support progress against agreed timeframes. • Status updates, briefing materials, presentations and governance reports are prepared clearly, accurately and within required timeframes. • Governance forums, workshops and project meetings are well coordinated, with agendas, minutes and actions documented and distributed as required. • Project records, templates, document repositories and version control processes are maintained in line with organisational requirements. • Stakeholders, project teams, technical specialists and external partners are engaged in a timely and professional manner to support project coordination and communication. • Microsoft Teams, SharePoint and other project collaboration environments are maintained to support effective document management and stakeholder access. • Project assurance, governance, audit and compliance activities are supported through accurate records, coordinated inputs and timely follow up. • Opportunities to improve project administration, reporting and governance processes are identified and raised with the relevant manager or project lead.

Contract Type	Fixed term – Full time
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Team	Office of the CEO (OCEO)/Service Impact	
Reports to	Manager Service Impact	
Key relationships	- Office of the CEO - Service impact team - Project Control Group members - Working Group members - Leadership team - Property, Contracts and Procurement team - People and Culture team - Click or tap here to enter text.	
Location	The employee may reasonably be required to travel and work at other locations dependent on the need of the business.	
Vaccination category	Category C	
Compliance	Standard	Action / Requirements
	OH&S	Performance work in a manner that complies with IPC Heath's OH&S obligations and adds to a safety culture for all
	Child Safety Standards	A proactive approach to ensuring the safety, wellbeing, and inclusion of all children, in line with our legal and ethical obligations. Must demonstrate a strong understanding of child safety principles and uphold these values in all aspects of their work.
	WWCC	Must maintain a valid employee check and list IPC Health as their employer
	Police Check	Must maintain a valid check
	Australian Work rights required	
Systems required for role and access level	Microsoft Office	CoPilot
	Monday.com	Click or tap here to enter text.
	SharePoint	
		Click or tap here to enter text.

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.



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