

Inclusion Project Coordinator

Title: Inclusion Project Coordinator	Reporting To: Inclusion & Experience Lead
Business Unit: CPCO	Classification: HS2
	Review Date: August 2025

About the position:

- The Project Coordinator helps keep our inclusion and employee experience projects running smoothly. This role is ideal for someone who is organised, pays attention to detail and enjoys helping keep a busy team on track.
- The Inclusion & Experience team is part of the People & Culture team. We focus on delivering projects and plans that improve diversity, inclusion and employee experience. These are outlined in our People Plan and our Belonging Plan.
- This role reports directly to the Inclusion & Experience Lead and is part of the People & Culture (P&C) Team. This role has no direct reports.
- The Inclusion Project Coordinator is required to provide project coordination and support for the delivery of some key inclusion and employee experience action plans, work plans and reporting. The focus of this role is coordination and project skills. This means that skills relevant to diversity and inclusion are not essential.
- Instead, we invite you to reflect on your experience contributing to other projects and plans: many of those skills and experiences may be highly relevant to this role.
- We encourage you to consider that if just some of the following aligns with your interest, skills and experience that there is always the opportunity to learn the additional skills alongside the Inclusion & Experience team.

What to expect working at OHV:

Below is some more information about what to expect here: we want you to feel confident about coming to work here!

- **Days & Times:** we work flexibly here at OHV within the requirements of our roles. Because this role includes event support, there will be some dates and times you will need to be available for in the office or at locations nearby. These will be shared in advance for any planning you need to do around your days.
- **Software & Communication:** we mostly use Microsoft Office suite for our work, and we mostly communicate across Microsoft Teams and Outlook.
- **Office Layout & Facilities:** you'll be working in an open plan office located on the first floor of our office building, right next to the dental hospital. You will have a standing desk and access to bookable meeting rooms. There are multiple staff kitchens and areas including one on the level you would likely be working on that has fridges for you to store your lunch. There are accessible and gender-neutral facilities on this level of the office also. There are multiple cafes in easy walking distance from the office and a small IGA on the same block.
- **Opportunities to Learn & Grow:** everyone has their own individual development plan that they build with their manager that is based on their learning and development goals. You are joining a large team within a large organisation with lots of opportunities to progress.

These skills and experiences are what we are looking for most:

Provide administrative and operational support across a range of projects and initiatives:

- Manage the Belonging Committee calendar, agenda and minutes
- Assist with scheduling and meeting coordination
- Inbox management
- Coordinate timelines and project trackers including help map workplans
- Maintain well-organised records and filing systems using our existing SharePoint
- Keen attention to detail, ability to prioritise multiple tasks and follow through

- **High level of digital literacy:** you can expect to use Word, Excel, PowerPoint, Forms, Canva, Culture Amp and more on any given day. Looking for someone confident in these or confident in their ability to learn how to use these at a high level of proficiency.
- **Demonstrated written and visual communication skills:** helping the Lead draft policies, papers, strategies and other similar documents. Responsible for producing visual content such as slide decks and infographics (experience with Canva highly regarded). Ability to communicate confidently with internal and external stakeholders in a professional and inclusive way.
- **Collaborative:** working collaboratively across many different teams, roles and functions to help us achieve our goals
- **Internal & External Consultation:** support any inclusion and experience related consultation with our employees, consumers and external community and representative groups.
- **Project Management:** coordinate project elements such as tracking progress, deliverables, timelines and budget.
- Interest in helping build positive and inclusive employee experiences.

These skills and experiences are highly desirable but not essential:

- Interest or experience in diversity & inclusion, employee experience, or public health
- Experience working in government, not-for-profit, or purpose-driven environments
- Familiarity with human-centred design, change management, or project coordination
- Confident collecting, collating and/or theming data from surveys and consultation
- Ability to build relationships with external community groups and forums that represent the lived experience of people we seek to serve with our strategies and action plans and lead consultation with these stakeholders.

Everyone who works here is expected to do the following:

- Participate in myDevelopment ensuring goals are signed off and reviewed.
- Demonstrate and promote a proactive commitment to health and safety, well-being, and the environment by actively participating in the ongoing identification and prevention of risks.
- Maintain a commitment to child safety, equity and inclusion, and cultural safety.
- Adhere to the DHSV Child Safety and Wellbeing Framework and Code of Conduct and all other child safe policies and procedures.
- Model behaviours that demonstrate the Victorian Public Sector and DHSV values in all aspects of work.

You may have the following knowledge & experience:

- Experience conducting research to inform development of plans and projects
- Experience facilitating and organising internal and/or external consultation
- Understanding of and/or experience applying design thinking principles
- Experience organising timelines and resources for the implementation of action plans
- Knowledge of how to align projects and plans with the organisations and the team's priorities
- Working with a centre of excellence HR operating model
- Project management and/or coordination experience
- Knowledge of change management methodology/experience delivering change management processes
- Experience or knowledge of connecting with members and groups in the community
- Our identity is a unique blend of our lived experiences and characteristics that make us who we are. You may have lived experience and/or characteristics similar to the people we exist to serve and represent in our community.