Position Description

Position Title:	Organisational Development Coordinator
Reports to:	Organisational Development Manager
Department:	People, Development & Safety
Directorate:	Organisational Development
Cost centre:	R2155
Code & classification:	Grade 3, Levels 1 - 5 (HS3; HS22 – HS25)
Employment conditions:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2025 - 2027 (and as varied from time to time and GV Health Policies and Procedures

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

The Organisational Development Coordinator supports workforce capability, organisational learning and employee development across GV Health.

The position contributes to identifying learning needs, coordinating learning initiatives, supporting career development and training pathways, and maintaining effective relationships with internal and external stakeholders. It also coordinates designated organisational development programs and administrative functions, including annual service recognition, work experience and early-career initiatives, and the Organisational Development Service Desk.

The role incorporates applicable Workplace Trainer/Careers Advisor responsibilities under the relevant Enterprise Agreement, consistent with the requirements of the position and the employee's qualifications and competencies.

RESPONSIBILITIES AND DUTIES

- Working with the OD Manager, consult with departments and managers to identify workforce learning needs, capability gaps and development priorities, and contribute to GV Health's learning and development strategy.
- Develop and maintain learning materials, workshops and digital resources aligned with identified needs, using appropriate adult learning principles and technologies.
- Coordinate learning activities, including participant communications, pre-work, facilitators, venues and resources.
- Co-facilitate learning sessions with relevant subject matter experts and external providers.

- Coordinate program administration, including attendance, feedback, certificates and evaluation, and use findings to improve learning outcomes and delivery.
- Support the alignment of learning and development activities with employees' development needs and plans, in consultation with relevant managers.
- Undertake applicable Workplace Trainer/Careers Advisor training, workplace learning and assessment-support functions in accordance with the Enterprise Agreement and the position holder's qualifications, competencies and experience.

Career development, training partnerships and funding

- Provide information and guidance to employees and managers regarding training options, course availability, funding opportunities, vocational pathways and career development opportunities.
- Support employees to identify development opportunities and, where appropriate, develop personalised learning and career plans.
- Undertake applicable career-advisory activities, including discussing employees' career goals, skills and interests and providing relevant job-search support.
- Establish and maintain relationships with training providers, education institutions, careers advisers and relevant industry and government stakeholders.
- Identify relevant grants, subsidised training and other funding opportunities, and coordinate or support applications to facilitate workforce learning and development.
- Support applicable traineeship, work-based learning, practical experience and vocational development arrangements, including relevant assessment-support processes.
- Undertake other applicable Workplace Trainer/Careers Advisor functions under the Enterprise Agreement, including supporting relevant employee career pathways, attending State network meetings, redeployment or return-to-work arrangements where required and within the scope of the position.

Work Experience and Early-Career Programs

- Coordinate the work experience program with schools, careers advisers and GV Health departments, consulting departments about capacity, suitable placements, and supervision before confirming placements and establishing an annual intake schedule.
- Coordinate placement schedules, communications and associated documentation, ensuring arrangements comply with GV Health policies and procedures.
- Coordinate Gap Year advertising and communications, support recruitment, shortlisting and interview arrangements before handing over successful candidates and relevant documentation to designated departments for ongoing program oversight.
- Support other agreed early-career and vocational pathway initiatives, including VET Delivered to Secondary Students, in collaboration with Talent Acquisition, departments, schools and external organisations to promote health careers and future workforce pathways.
- Seek stakeholder feedback and identify opportunities to improve these programs.

Organisational Development programs, administration and service delivery

- Coordinate the annual Performance Development and Review (PDR) process, including manager training and support, supporting documentation as well as filing and archiving documentation securely and confidentially, ensuring records are retrievable for audit, accreditation and compliance purposes.
- Plan, coordinate the annual service recognition program end to end , including validating service milestone data, coordination awards, certificates, communications and events, maintaining records and evaluating outcomes.

- Review designated online induction and orientation content to ensure it remains current coordinating updates with relevant content owners. Maintain designated intranet, SharePoint and other OD resources.
- Monitor the OD Service Desk, triage and action requests within the scope of the role, refer or escalate complex enquiries, and follow up outstanding requests while maintaining accurate records.
- Coordinate administrative and logistical requirements for allocated OD activities and projects, including leadership learning and employee development initiatives, and identify opportunities to improve OD processes and service delivery through appropriate digital tools and technology.

KEY SELECTION CRITERIA

Essential:

- Relevant qualifications or experience in organisational development, human resources, adult learning, vocational education, training and development, career development or a related field.
- Ability to consult with stakeholders, identify learning and development needs and contribute to appropriate learning solutions.
- Demonstrated capability in developing learning resources, coordinating learning activities and supporting the delivery of workshops, training sessions or other learning initiatives.
- Well-developed written and verbal communication, facilitation, interpersonal and stakeholder engagement skills.
- Strong organisational, analytical and problem-solving skills, including the ability to manage competing priorities, meet deadlines and maintain accurate records.
- Demonstrated ability to use digital systems and technology to support learning, information management, administration and continuous improvement.
- Ability to work autonomously within defined responsibilities, contribute positively to a collaborative team environment and appropriately escalate complex or sensitive matters.
- Understanding of confidentiality, privacy, information management and compliance with organisational policies and procedures.
- Satisfactory National Criminal History Check prior to commencement of employment
- Satisfactory Victorian ‘Employee’ Working with Children Check prior to commencement of employment
- Completion of a Commonwealth of Australia Statutory Declaration prior to commencement of employment
- A current Victorian driver’s licence

Desirable

- Relevant qualifications or experience in organisational development, human resources, adult learning, vocational education, training and development, career development or a related field.
- TAE40116: Certificate IV Training and Assessment, or equivalent, or the ability to obtain such within the role.
- Experience working in the public health sector, or a related industry
- Experience developing digital learning content and using learning management systems or other learning technologies.
- Experience using tools such as SharePoint, Canva, Easygenerator, Microsoft Copilot or comparable platforms to support learning design, content development and process improvement.

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful achievement of:

- Provide responsive and timely customer service support and advice to managers and employees on OD programs of work and queries
- Ensure relevant areas of the People, Development & Engagement intranet site are maintained and up to date with current processes, documents and resources
- Maintenance of accurate and complete records of information and advisory support provided in response to queries
- Coordination of OD programs and initiatives is professional and meets the requirements
- Maintenance of professional working relationships with all internal and external stakeholders
- Protection of sensitive and confidential information obtained in the course of employment
- Training scheduled and delivered
- Attendance and active participation at meetings as required
- 100% compliance with training requirements as outlined in the GV Health Education Framework
- Active participation in the Performance and Development review process

ALL GV HEALTH STAFF ARE REQUIRED TO:

- Demonstrate GV Health's CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Develop and maintain collaborative relationships with all other teams and professionals;
- Promote and enable efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete and maintain all mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Victorian Department of Health Victoria;
- Comply with all applicable position pre-employment checks that are relevant to the role, which may include but is not limited to; police checks, Working with Children's Check (WWCC), National Disability Insurance Scheme (NDIS) and Aged Care screening requirements;

- In this role you may occasionally interact with distressed, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. All staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment.

ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

People, Development & Safety	Organisational Development Coordinator
Reviewed by:	Organisational Development Manager
Issue Date:	October 2026

ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: Values and Vision - GV Health

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: Strategic Plan 2024-2026 - GV Health

FOR MORE INFORMATION

Application tips: Application Tips - GV Health
GV Health: https://www.gvhealth.org.au/about/
Child Safety and Wellbeing: Child Safety and Wellbeing - GV Health
Living in Goulburn Valley: Goulburn | Regional Living Victoria
GV Community Connector: Community Connector Program for Businesses