

POSITION DESCRIPTION

Position Title:	HRSC Project Coordinator
Department:	HRSC Standards and Capability
Reports to:	HRSC Delivery Manager
Mode of Employment:	Part Time 0.8 FTE, fixed-term until December 2026

Australian Human Resources Institute

The Australian HR Institute (AHRI) is the national association representing human resource and people management professionals.

The team at AHRI:

- Set the professional standard for HR in Australia through HR certification.
- Provide education and training services in HR, people management and business skills.
- Produce world-class conferences, including the AHRI National Convention & Exhibition (NCE)
- Host seminars and networking opportunities all over Australia.
- Celebrate excellence in HR practice across Australia through the highly regarded AHRI Awards.

Find out more: <https://www.ahri.com.au/about-us>

Position Objective

The HRSC Project Coordinator will contribute directly to the successful delivery of strategic projects, playing a crucial role in facilitating the achievement of AHRI's strategic objectives. This role will provide key operational support and administrative management to the HRSC Delivery Manager and broader HR Standards & Capability team in the delivery of strategic projects. This role focuses on supporting the lifecycle management of significant projects, from planning through to implementation and evaluation, ensuring these initiatives align with our strategic objectives.

Key Responsibility Areas

Delivery of Change Initiatives

- Lead the implementation of change initiatives outlined in the project plan, including the transition of Certification, Short Courses and Course Accreditation onto Canvas and Self and Group Assessment on an approved alternative platform
- Create and maintain project plans and schedules for platform configuration, integration with CRM, testing, and go-live activities, coordinating activities and resources across project phases
- Perform tasks as assigned within the project plan, including collecting, organising, and inputting project data, liaising with internal stakeholders and vendors, and coordinating project and change-related meetings

Performance Measures

- Project milestones delivered on time and within scope
- Platforms and integrations operational at go-live with no critical defects
- Post-go-live evaluation confirms initiative objectives achieved

Adoption of New Systems and Ways of Working

- Coordinate change activities to support staff and learner adoption of new platforms and processes, including moving from manual workflows to integration between Canvas and CRM
- Coordinate the transition from legacy system by overseeing the migration from Comprara, while updating procedures, systems, and all supporting documentation for the approved alternative platform

POSITION DESCRIPTION

- Develop and maintain training materials, user guides, and supporting resources, and support training rollout activities, tracking completion and effectiveness

Performance Measures

- Completed required training for staff and participants/learners
- Positive user feedback on confidence and system use

Stakeholder and Vendor Coordination

- Participate in stakeholder and vendor meetings to support delivery of Canvas, CRM, and assessment platform initiatives
- Ensure stakeholder expectations, actions, and decisions are clearly documented and tracked

Performance Measures

- Stakeholders and vendors meet agreed deadlines and deliverables
- Decisions and actions documented and up to date

Systems, Process, and Documentation Readiness

- Contribute to the definition and documentation of system, integration, and process requirements for Canvas, CRM, and capability assessment platforms
- Ensure procedures, user guides, and supporting documentation are updated to reflect new platforms and processes
- Coordinate procurement and provider evaluation activities as required

Performance Measures

- All documentation complete and approved before go-live
- Procedures and guides meet quality standards and accessibility
- Provider evaluation milestones completed on schedule

Monitoring, Reporting, and Continuous Improvement

- Draft clear, practical communications tailored to impacted user groups to support awareness, understanding, and adoption
- Prepare and distribute project documentation, reports, and presentations as needed
- Monitor project outputs to ensure delivery aligns with approved scope, quality standards, and timelines
- Track progress, evaluate change outcomes, and report on effectiveness, supporting post-implementation reviews and continuous improvement

Performance Measures

- Status reports and updates delivered accurately and on time
- Lessons learned captured and improvement actions implemented

Organisational Responsibilities

Occupational Health and Safety

- Co-operate with management in its fulfilment of its legislative obligations. Take reasonable care to ensure own safety and health, and that of others, and to abide by your duty of care provided for in the legislation.
- Report any injury, hazard or illness immediately, where practical to your manager.

Information Technology

- All social media posts must abide by AHRI's policy and follow the AHRI values of respect, confidentiality and privacy.
- Take reasonable care of all IT equipment. All equipment must only be used for the purpose it was provided.

Organisational

- Employees are required to contribute to and comply with all AHRI employment and operational policies and procedures.

POSITION DESCRIPTION

- Follow the AHRI values of Trust / Diversity / Learning / Evolving / Collaborate in conjunction with the AHRI Code of Conduct.
- Build and maintain effective relationships with all relevant stakeholders including but not limited to team members, other AHRI employees and our membership/and clients.
- Undertake other relevant duties, projects and initiatives which are consistent with the employee's skill, competence, and training.
- Actively identify and participate in the development and implementation of improvement initiatives to drive business growth.
- During periods of high volume / events employees are required to be available to work in the office as directed and undertake reasonable travel.
- Undertake all training as directed.
- Employees are required to undertake their duties within the core hours of 7am to 7pm.

Key Selection Criteria

Qualifications, Experience, Knowledge & Attributes

- Demonstrated experience in a project support or coordination role, ideally within a change management context
- Proven experience in performing tasks such as collecting, organising, and inputting data, compiling reports, and analysing the effectiveness
- Proficiency in preparing and distributing project documentation, reports, and presentations as needed, ensuring accuracy and timeliness
- Strong organisational and time management skills with the ability to handle multiple tasks simultaneously
- Demonstrate the ability to collaborate effectively with diverse teams, contributing positively to team dynamics and project outcomes
- Experience in designing and delivering training
- Excellent communication and interpersonal skills, with the ability to work effectively with all levels of the organisation
- Strong analytical and problem-solving skills
- Proficiency in project management software and tools
- Demonstrated ability to adapt to changing priorities, handle ambiguity, and maintain resilience in fast-paced and dynamic environment
- Previous exposure to working with Learning Management Systems desirable

SEEK Job Ad

Project Coordinator (HR Standards & Capability)

Part-time (0.8 FTE) fixed-term contract to December 2026

Join AHRI, the national association for HR and people management professionals, and help deliver important projects that support capability, learning and professional standards across Australia. This is a great opportunity for a highly organised project coordinator who enjoys bringing structure to change initiatives, working across multiple stakeholders, and helping new systems and processes land successfully.

POSITION DESCRIPTION

About the role

Reporting to the HRSC Delivery Manager, you'll provide project coordination and operational support across strategic initiatives within the HR Standards & Capability team. You'll help plan, track and deliver projects, support change activities, coordinate stakeholders and vendors, prepare documentation and training materials, and contribute to smooth implementation of new systems and ways of working.

What you'll be doing

- Coordinate project activities, timelines, documentation and reporting across key change initiatives
- Support implementation of new platforms, integrations and updated processes
- Liaise with internal stakeholders and external vendors to keep actions, decisions and deliverables on track
- Prepare project updates, presentations, training materials, user guides and supporting resources
- Track progress, support testing and go-live readiness, and help evaluate outcomes after implementation
- Contribute to process improvement and documentation to support effective adoption of new systems

What we're looking for

- Experience in a project support or project coordination role, ideally in a change or transformation environment
- Strong organisational skills with the ability to manage multiple priorities and meet deadlines
- Confidence preparing reports, presentations, project documentation and stakeholder communications
- Strong interpersonal skills and the ability to work effectively with a range of stakeholders
- Analytical thinking, attention to detail and a practical approach to problem-solving
- Experience developing training materials or supporting user adoption activities will be highly regarded
- Exposure to learning management systems or digital platform implementation is desirable



POSITION DESCRIPTION

Why join AHRI?

You'll be part of a purpose-driven organisation that supports the HR profession nationally. In this role, you'll contribute to meaningful projects, work with a collaborative team, and help improve systems, capability and member experiences.

Apply now

If you're a proactive coordinator who enjoys supporting projects, building strong relationships, and helping change initiatives succeed, we'd love to hear from you.