

Position Description



Organisational Development & DEI Coordinator

Portfolio/Faculty People, Global Relations and Industry Engagement

Department/Workgroup People Experience

Position No.

Reports to: Manager Diversity & Inclusion, Manager Organisational Development

Classification PACCT 5 (1.0) FTE

Direct reports: N/A

Date: June 2026

Portfolio/Faculty Overview

The **People, Global Relations and Industry Engagement** portfolio is where Holmesglen's people, purpose, and partnerships converge to shape a bold and future-ready Institute. This powerhouse portfolio includes the Centre for Energy and Infrastructure, Global Relations and Commercial Partnerships, International Student Programs, Industry Engagement, and Human Resources and Employee Experience and Development. Together, they ignite innovation, drive global reach, and strengthen the Institute's connection to industry.

With its finger on the pulse of both local and international education trends, the portfolio fuels Holmesglen's ambition to lead in vocational and higher education. It champions our people, cultivates transformative partnerships, and opens doors to global pathways—empowering staff, students, and industry alike. Energised by opportunity and united by purpose, this portfolio is key to unlocking Holmesglen's potential on the world stage.

Department/Workgroup

The People Experience (PEX) department supports the Institute to achieve its strategic objectives by maximising the capacity and capability of our people. The department plays a vital role in identifying and overcoming relevant internal and external challenges to help build and maintain a sustainable, resilient and capable workforce. The team facilitates and supports all core areas of HR, including strategic planning, cultural advice and initiatives, capability enhancement, occupational health and safety, workforce planning, talent acquisition, recognition and engagement, performance management, and workforce relations.

We strive for professional excellence and integrity in the provision of contemporary human resource services to staff, the Institute in its entirety and the community we serve. Our team includes specialist practitioners in talent acquisition, Human Resource Management, capability enhancement, organisational development, diversity & equity, workplace relations, Health, Safety & Wellbeing, and employee entitlements and advice.

About the Role

The Organisational Development and DEI Coordinator provides high-quality coordination and administrative support for the design, delivery and evaluation of organisational development and diversity, equity and inclusion initiatives that build individual, team and organisational capability.

The role contributes to a high-performing, values-driven and inclusive culture by coordinating programs, events, projects and engagement activities across key priority areas, including learning and development, employee experience, LGBTIQ+ inclusion, gender equality, First Nations engagement and disability inclusion.

Working collaboratively with Institute management, staff, diversity working group leads, student support teams and external partners, the position supports effective stakeholder relationships, communications, compliance with legislative requirements, and alignment with Holmesglen's strategic goals and cultural values.

Key Accountabilities

- 1 Coordinate the implementation of staff professional development programs, DEI initiatives, events and campaigns, including logistics, stakeholder liaison, preparing materials and environments to support effective engagement, communications, registrations, procurement, invoicing and post-activity evaluation. The role will collaborate to ensure that staff and student events are aligned and in support with the broader DEI goals.
- 2 Provide end-to-end support for Working Groups and committees aligned to DEI and professional development priorities, including scheduling meetings, preparing agendas and papers, taking minutes, monitoring actions, maintaining records, and reporting on progress and outcomes.
- 3 Coordinate the day-to-day operations of the Learning Management System (LMS) to support employee development, ensuring accurate tracking of learning progress and compliance. Provide user support and troubleshooting to enhance system usability. Maintain up-to-date training content & employee records.
- 4 Generate reports on e-learning engagement and professional development activities to inform workforce capability planning.
- 5 Maintain accurate data, records and reporting across learning, development and DEI activities, including participation, capability development, performance review processes, diversity metrics and program outcomes, to support informed decision-making and compliance requirements.
- 6 Coordinate the day-to-day administration of systems and processes that support employee experience initiatives, including learning management, Performance Development Planning and Review (PDPR) administration, record keeping and enquiry management.
- 7 Provide responsive advice and support to staff, managers and internal stakeholders on DEI, learning and development, and employee experience initiatives, including referrals, guidance on processes, and opportunities for participation and engagement.
- 8 Work collaboratively with internal teams and external stakeholders to promote inclusive practices, deliver high-quality programs and build effective partnerships that support organisational priorities.
- 9 Support communications and engagement activities that increase awareness, participation and understanding of DEI and organisational development priorities across the organisation. Eg annual DEI and PD calendars.

- 10 Support communications and awareness activities to increase visibility and understanding of DEI priorities among staff and students.
- 11 Support the Institute's Strategic Plan and Vision and work to ensure that all activities align to the Institute's commitment to quality.
- 12 Act in accordance with Holmesglen safety policies and procedures, including Child Safety Standards, to ensure that departmental work areas and operations comply with relevant Occupational Health and Safety legislation.
- 13 Comply with Holmesglen policies, procedures, processes, and applicable legislative and regulatory requirements, and align to our Standards of Excellence to ensure we deliver exceptional experiences for our stakeholders. Actively contribute to the ongoing measurement, improvement and refinement of our Standards over time.

Key Selection Criteria

Experience / Skills

- **HR Systems and Technical Proficiency:** Demonstrated experience with HR systems, particularly Learning Management Systems (LMS), e-learning platforms, and database management tools. High level of proficiency in Microsoft Office and internet-based applications.
- **Administrative and Organisational Capability:** Proven ability to deliver high-level administrative support, including maintaining efficient office systems, managing records, and supporting DEI, HR, Learning & Development or Organisational Development related processes. Strong time management and organisational skills, with the ability to prioritise competing tasks and meet deadlines.
- **Project and Program Support:** Experience supporting the delivery of professional development, DEI programs, projects, or e-learning initiatives. Ability to coordinate concurrent activities and contribute to the achievement of project objectives in line with service standards.
- **Experience in DEI Initiatives:** Demonstrated experience in planning, coordinating, and delivering diversity, equity, and inclusion events or initiatives, ideally within an education or community setting.
- **Technical and Analytical Skills:** Strong understanding of employee engagement and experience, workplace culture, change management, and team development models. Experience with survey tools and the analysis of data to produce meaningful reports.
- **Communicate with Impact:** Adapt the content, style and message or tone of communication to suit the audience. Use good written and verbal communication skills.
- **Engage Stakeholders:** Identify stakeholders impacted by decisions and take steps to keep interested parties engaged while managing expectations on outcomes. Enhance connections with our alumni, industry, and individual employees, community and government to understand perspectives and harness their insights.
- **Outcome and Delivery Focused:** Approach work and activities required in a service-oriented way that delivers against Holmesglen's strategic plan. Honour agreed timeframes, resources and ways of working as per our Service Excellence Framework.
- **Purposeful & Respectful Conversations:** Build trust and rapport with others. Set common goals and engage with co-workers and students in a purposeful and respectful way to achieve outcomes. Seek and respond to feedback.
- **Service Oriented:** Show care and have a focus on understanding and meeting the needs of others – clients; colleagues; leaders. Operate in line with our Service Excellence Framework and standards. Learn from experience and striving for excellence.

Personal Attributes

- **Accountable:** Take responsibility for your actions, decisions, behaviours and outcomes. Be proactive with tasks and set clear expectations.

- **Collaborative:** Build trust and rapport with others and set common goals. Display willingness to share control and responsibility with peers, other teams, and partners in the delivery of work and outcomes.
- **Flexible & Adaptable:** Adjust your approach in line with changing priorities, maintain a positive attitude and be open to acquiring and developing new skills and knowledge. Adapt to new ways of working by being agile and responsive.
- **Inclusive:** Embrace diversity in all forms and draw on diverse insights, beliefs, needs and values to inform required actions. Value differences, promote diversity and foster belonging.
- **Operate Ethically:** Consider that we are part of the broader Public Service and as such uphold the principles of honesty, fairness and good public administration. Actively display the behaviours of our ASPIRE values.
- **Innovative:** Synthesise ideas and concepts to develop new and different ways of thinking, working or delivering solutions. Strive to improve efficiency, effectiveness and quality of work.

Qualifications

Mandatory

- Relevant tertiary qualification and/or experience in Organisation Development, Learning and Development, Human Resources, and/or Diversity, Equity, and Inclusion-related roles.

Desirable

- Membership of the Australian Human Resources Institute or other relevant professional association would be well regarded.
- Experience in TAFE or local education sector would be well regarded.

Other Relevant Information

- This position description describes in general terms the normal duties which this position is expected to undertake. Duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from people occupying positions classified at this level may be allocated.
- Employees attending certain workplace settings, including health and care facilities, may be required to meet mandatory vaccination obligations.
- Wherever possible Holmesglen supports flexible working requests. Due to the nature of the position and work environment there may be a requirement to meet certain workplace attendance expectations.
- The incumbent may be required to perform their duties at any campus or location controlled by Holmesglen Institute or elsewhere as directed.
- Holmesglen is a child safe organisation. This position requires a valid Victorian Employee Working with Children check and National Police Records check.
- Holmesglen cultivates a workforce that embraces and values student voice and partnership.
- This role contributes to Holmesglen's strategic goal of environmental sustainability by supporting initiatives that reduce ecological impact, promote sustainable practices, and foster awareness across the Institute's operations and learning environments.

About Holmesglen – Who we are

Holmesglen is a leading Australian provider of vocational and higher education and one of the largest government-owned TAFEs in the state of Victoria. With 40 years' experience and more than 140,000 graduates, we are TAFE at its best by transforming lives, building workforce capability, and enriching communities through education and training.

We are a leader in education, training and applied research, renowned for its innovation and its commitment to learner and industry success. We offer industry training, certificate, diploma, and degree programs across six locations and seven campuses. Holmesglen is committed to environmental sustainability as a core pillar of its strategic plan. We aim to be an environmentally responsible institution supporting learners and industry through innovation and environmentally sustainable education and training.

Locations include Chadstone, Drummond Street, Melbourne CBD, Moorabbin, North Melbourne, Glen Waverley and Eildon.

As a multi-award-winning institute, you can learn more and do more at Holmesglen. holmesglen.edu.au

**We uphold our
ASPIRE values**



AMBITION



SCHOLARSHIP



PASSION



INTEGRITY



RESPECT



EXCELLENCE