Position Description

Job Title	**People Enablement Coordinator**
Reports to	General Manager, People Enablement, Safety and Capability
Department	P&C Operations
Direct/Indirect Reports	Nil
Date Revised	November 2026

Position Summary

The People Enablement Coordinator is an entry-level role within the People Group that provides practical administrative, coordination and project support across the People Enablement, Safety and Capability portfolio. The role is designed to provide a strong introduction to a contemporary People function and is well suited to a current university student studying Law, Business, Commerce, Human Resources, Management or another relevant discipline who is looking to build practical corporate experience while continuing their studies.

Working closely with the General Manager and specialist teams, the role supports day-to-day portfolio activity across Learning and Development and organisational capability, Work Health and Safety, People systems and data, payroll, and Equity, Diversity and Inclusion. The role will assist with meetings, documentation, research, data and reporting, project coordination, systems administration and other routine activities that help the portfolio operate effectively.

This role is designed as a part-time opportunity that can be balanced alongside university or other studies; offering practical workplace experience whilst supporting academic and professional development.

Position Key Responsibilities & Deliverables

General Administration and Coordination	• Provides day-to-day administrative and coordination support to the General Manager, People Enablement, Safety and Capability and the broader portfolio. • Assists with organising meetings, preparing agendas and papers, taking notes where required, maintaining action lists and following up routine actions. • Supports preparation and formatting of presentations, reports, correspondence, spreadsheets and other documents. • Maintains orderly electronic files, records, trackers and shared team information.
People Systems and Data Support	• Assists with routine People system administration and data updates under the direction of the relevant system owner or specialist. • Supports basic data checking, reporting, testing, documentation and user support activities for Dayforce and other People systems. • Handles employee and workforce information carefully and in

Position Key Responsibilities & Deliverables	
	accordance with privacy and confidentiality requirements. • Escalates system issues, unusual requests or data concerns to the appropriate team member.
Learning and Capability Support	• Assists with scheduling learning activities, participant communications, attendance records, materials and logistics. • Supports maintenance of learning records and routine training reporting. • Provides administrative support for leadership, capability and workforce development initiatives. • Helps collect feedback and information to support continuous improvement of learning activities.
WHS, Governance and Compliance Support	• Provides administrative support for WHS, governance and compliance activities under the guidance of relevant specialists. • Assists with registers, meeting papers, action tracking, document control and routine reporting. • Undertakes basic research and information gathering to support policy, governance or project work as requested. • Immediately escalates safety incidents, compliance concerns or other material risks to the appropriate specialist or leader.
Payroll and People Process Support	• Assists with routine administrative tasks that support payroll and People processes, including data checks, document preparation and follow-up. • Supports standard employee lifecycle administration within established procedures and under appropriate supervision. • Directs payroll or employment queries to the appropriate specialist rather than providing advice independently. • Helps update templates, process guides and other simple reference materials.
Projects, Research and Communications	• Provides administrative and coordination support for small projects and improvement initiatives across the portfolio. • Undertakes basic research, prepares summaries and gathers information to support project or decision-making activities. • Supports preparation of clear internal communications, resources and updates. • Works positively with colleagues across the People Group and broader organisation and provides responsive, respectful service.
Learning and Development in the Role	• Actively builds knowledge of People and Culture, workplace systems, governance and organisational practice through day-to-day work. • Seeks feedback, coaching and development opportunities and applies learning to improve performance. • Demonstrates curiosity, initiative and willingness to assist across different areas of the portfolio. • Undertakes other reasonable administrative and support duties aligned to the entry-level nature of the role.

Position Key Responsibilities & Deliverables
THE LIST OF RESPONSIBILITIES HEREIN IS NOT INTENDED TO BE ALL-INCLUSIVE, AND MAY INCLUDE ADDITIONAL RESPONSIBILITIES AS REQUIRED AND ASSIGNED. IT MAY BECOME NECESSARY TO MODIFY/CHANGE THESE POSITION RESPONSIBILITIES FROM TIME TO TIME.

Core Competencies	
Business Acumen	Applies knowledge of the business and the industry to advance the organisation's goals.
Inspires Others	Creates a climate where people are motivated to do their best to help the organisation achieve its objectives.
Service Excellence	Builds strong client relationships and delivers client-centric solutions. Seeks ways to improve outcomes for clients as consistent with SVDPVs Mission, Vision and Values
Professionalism	Gains the confidence and trust of others through honesty, integrity, and authenticity.
Inclusion	Interacts with all stakeholders in ways that demonstrate respect of social and cultural differences, and a commitment to challenging attendant social inequities.
Key Selection Criteria	
Qualifications	• Currently studying a tertiary qualification such as Business, Commerce, Human Resources, Law, Management, Psychology, HR Information Systems or another relevant discipline.
Experience	• Experience gained through university, casual or part-time work, volunteering, student societies, internships or other activities that demonstrates reliability, organisation or teamwork will be valued. • Any exposure to administration, customer service, research, data, systems or office-based work is desirable but not essential.
Knowledge	• An interest in developing an understanding of People and Culture and how organisations operate. • Awareness of the importance of confidentiality, privacy, accurate information and professional conduct. • Willingness to learn about workplace health and safety, payroll, People systems, governance and organisational capability.
Skills	• Strong organisation and attention to detail. • Clear written and verbal communication skills. • Ability to manage study and work commitments responsibly and meet agreed deadlines. • Confidence using Microsoft 365 applications such as Outlook, Teams, Word, Excel and PowerPoint, or the ability to learn them quickly. • Comfortable working with basic data, documents and spreadsheets. • Sound judgement and discretion when handling sensitive information. • Positive attitude, curiosity, initiative and willingness to learn. • Ability to work collaboratively and respectfully with people from a range of backgrounds and roles.

Other Key Job Requirements	
Police Check	Renewed Every 5 Years
Working with Children Check	Renewed Every 5 Years

Wellbeing, Health & Safety

Child Safety Statement

St Vincent de Paul Society is committed to the safety and wellbeing of all children and young people. Our members, volunteers and employees understand that child safety is everyone's responsibility and is at the centre of all that we do and every decision we make.

We have zero tolerance for child abuse or neglect of child safety

We are committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect them. This includes but is not limited to the cultural safety of

Acknowledgement of Country



Aboriginal & Torres Strait Islander children, children from diverse cultural, linguistic, and/or religious backgrounds, children who identify as LGBTQI+, and children with a disability.

Whilst all St Vincent de Paul programs and activities may not involve regular contact with children by SVDP Representatives, it is the decision of St Vincent de Paul State Council that all St Vincent de Paul programs and activities will be subject to the Child Safety Policy.

Diversity and Inclusion

We are committed to the principles of social justice and aim to ensure every individual is treated with dignity and respect regardless of their cultural background, ability, ethnicity, gender identity, sexual orientation or religion.