

Position Description

Position title:	Intranet Project Officer
Department:	Communications
Classification:	Grade 6 – AO61-AO65
Agreement:	Victorian Public Sector (Health and Allied Services, Managers and Administrative Workers) Enterprise Agreement 2021 – 2025
Reporting to:	Internal Communications Manager

About us

Located in Melbourne on the traditional lands of the Wurundjeri people of the Kulin Nation, the Royal Women's Hospital is Australia's first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynaecology, assisted reproduction, women's health and cancer services. We advocate for women's health in areas that have long been overlooked or stigmatised.

Our vision, values and declaration

The Women's vision, values and declaration reflect our promise to our patients and consumers. They also articulate our culture and commitment to our community and each other.

Our vision is 'Creating healthier futures for women and babies'.

Our values are:



Courage



Passion



Discovery



Respect

The Women's declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture:

- We are committed to the social model of health
- We care for women from all walks of life
- We recognise that sex and gender affect health and healthcare
- We are a voice for women's health
- We seek to achieve health equity

Our commitment to inclusion

The Women's is committed to creating and maintaining a diverse and inclusive environment which enhances staff and consumer wellbeing, and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a range of programs and services to support First Nations employees. We invite people with disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

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About the department/unit

The focus of the Communications Department is on supporting the organisation in achieving its business, advocacy and strategic goals. We do this by enhancing the Women's brand and reputation, and building engagement, awareness and trust with employees, patients, the community and other stakeholders.

Position purpose

The Intranet Project Officer will support the Communications Department on a critical project for the organisation – the development and launch of a new all-staff intranet. This is a fixed term role for six months and is pivotal to the project's success.

The Intranet Project Officer will act as an internal communications team member. Their work will be focused on bringing the project vision to life: "an intranet that empowers our people to foster connection across the organisation, be engaged, and work efficiently – helping us create exceptional experiences for both staff and patients."

Key responsibilities

- Partner with the Internal Communications Manager to deliver key communications and project milestones, to ensure the new intranet is engaging, effective and aligns with the Women's business needs.
- Help develop and review content, and create the intranet's visual design and image library.
- Engage and manage content owners – including supporting them to publish content, moderating a Community of Practice and triaging enquiries.
- Develop and implement a strategic communications plan for go-live and decommission of the old site.
- Deliver training alongside a Digital Innovation representative to help content owners understand their role and how to publish and maintain their content.
- Review materials and contribute to testing, build, governance and evaluation of the intranet.
- Pitch in where needed to help make the project a success.

Key Performance Indicators (KPIs)

KPIs are how you will be measured as meeting the responsibilities of the position. These will be set with you as part of your Performance Development Plan within the first six months of your appointment to the position.

Key selection criteria

Essential:

- Demonstrated experience supporting organisation-wide digital projects, including delivering communications and change management.
- Outstanding written and verbal communication skills.
- Strong interpersonal skills and ability to develop strong collaborative relationships.

Desirable:

- Demonstrated experience facilitating training on new digital systems/tools to both frontline and corporate staff.

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Organisational relationships

Internal relationships

- Reports to the Internal Communications Manager
- Part of the Communications Department, led by the Chief Communications Officer
- Works closely with the Digital Innovation team

External relationships

- Collaborates with the vendor responsible for building the new intranet on SharePoint
- Works closely with the contract writer responsible for developing content with business stakeholders (“content owners”)

Inherent requirements

Inherent requirements are the essential tasks and activities that must be carried out in order to perform this role, including with adjustments. The Women’s is committed to providing workplace adjustments that support all people to work with us. We welcome you to discuss any adjustments with the manager of this role during the recruitment process or at any time during your employment, as we acknowledge and understand circumstances can change. You can also request a copy of our workplace adjustments procedure for more information.

Physical demands	Frequency
Shift work – rotation of shifts – day, afternoon and night	n/a
Sitting – remaining in a seated position to complete tasks	Prolonged/constant
Standing – remaining standing without moving about to perform tasks	Rare
Walking – floor type even, vinyl, carpet,	Occasional
Lean forward/forward flexion from waist to complete tasks	n/a
Trunk twisting – turning from the waist to complete tasks	n/a
Kneeling – remaining in a kneeling position to complete tasks	n/a
Squatting/crouching – adopting these postures to complete tasks	n/a
Leg/foot movement to operate equipment	n/a
Climbing stairs/ladders – ascending and descending stairs, ladders, steps	Rare
Lifting/carrying – light lifting and carrying less than 5 kilos	n/a
– Moderate lifting and carrying 5 – 10 kilos	n/a
– Heavy lifting and carrying – 10 – 20 kilos.	n/a
Push/pull of equipment/furniture – light push/pull forces less than 10 kg	n/a
– moderate push / pull forces 10 – 20 kg	n/a
– heavy push / pull forces over 20 kg	n/a
Reaching – arm fully extended forward or raised above shoulder	n/a
Head/neck postures – holding head in a position other than neutral (facing forward)	n/a
Sequential repetitive actions in short period of time	n/a
– Repetitive flexion and extension of hands wrists and arms	n/a
– Gripping, holding, twisting, clasping with fingers/hands	n/a
Driving – operating any motor-powered vehicle with a valid Victorian driver’s license.	n/a
Sensory demands	Frequency
Sight – use of sight is integral to most tasks completed each shift	Prolonged/constant
Hearing – use of hearing is an integral part of work performance	Prolonged/constant
Touch – use of touch is integral to most tasks completed each shift	n/a
Psychosocial demands	Frequency
Observation skills – assessing/reviewing patients in/outpatients	n/a
Problem solving issues associated with clinical and non-clinical care	Frequent
Working with distressed people and families	n/a
Dealing with aggressive and uncooperative people	n/a
Dealing with unpredictable behaviour	n/a
Exposure to distressing situations	n/a

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Definitions used to quantify frequency of tasks/demands as above

Prolonged/constant	70 – 100 % of time in the position
Frequent	31 – 69 % of time in the position
Occasional	16 – 30% of time in the position
Rare	1 – 15% of time in the position

Employee awareness and responsibilities

- Employees are required to be aware of, and work in accordance with, hospital policies and procedures.
- Employees are required to identify and report incidents, potential for error and near misses, to improve knowledge systems and processes and create a safe environment for staff and patients.
- Employees agree to provide evidence of a valid employment Working with Children Check and provide complete details for the Women's to undertake a Nationally Coordinated Criminal History Check (NCCHC).
- Our vision is a future free from violence and discrimination in which healthy, respectful relationships are the norm. The Women's expects all staff to contribute to a culture that promotes and supports diversity, equity, respect and inclusion.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to women.

Vaccination requirements

As this role does not have direct patient contact, employees are strongly encouraged (although not required) to be vaccinated against COVID-19, influenza, whooping cough (pertussis), chicken pox and MMR (measles, mumps, rubella).

Declaration

By accepting this position description electronically, I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.

Developed date: January 2026
Developed by: Internal Communications Manager
Date of next review: January 2027

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