



Title	Transformation Program Coordinator	Classification	Level 6
Number	946387	Group	Corporate Support
Reports to	Transformation Manager	Division	Transformation Management Office
Supervises	0	Section	

Commission Overview

The Insurance Commission of Western Australia (Insurance Commission) is a Government Trading Enterprise that provides motor injury insurance to Western Australian motorists and manages the self-insurance arrangements of the Western Australian Government through its Government Insurance division. The Insurance Commission also invests and manages funds to meet insurance liabilities, and advises Government on insurance.

Our Values

We are committed to a high performance culture which values accountability, professional integrity and respect.

Business Unit Overview

The Transformation business unit provides strategic leadership in organisational transformation and associated change management initiatives, and data strategy.

Position Overview

Provides program-level coordination, governance support and analysis to ensure effective oversight, integration and delivery of the organisation's Transformation Program. Working with a high degree of autonomy, the role maintains an integrated view of program schedules, risks, issues, dependencies and performance; prepares high-quality reporting and insights for governance forums; and supports executives in strategic decision-making. The position ensures consistent application of TMO frameworks across projects, monitors program-wide compliance, and identifies emerging risks, impacts and improvement opportunities.

Through proactive engagement with project managers, business leaders and delivery teams, the Program Coordinator strengthens program discipline and contributes to the successful delivery of the organisation's transformation agenda.

Position Responsibilities

- Coordinate program-level activities to support effective execution and governance of the Transformation Program, ensuring alignment of projects, workstreams and strategic objectives.



- Maintain an integrated view of program milestones, schedules, risks, issues and dependencies, and support timely identification, escalation and resolution of emerging challenges.
 - Prepare, synthesise and quality-assure program governance materials including status reports, risk and issue summaries, decision records, briefing notes and program updates for senior leaders and governance forums.
 - Maintain high-quality program records, ensuring compliance with TMO frameworks, including version control, document integrity and consistent application of program standards.
 - Support program-wide reporting cycles by consolidating information across projects and providing insights that inform decision-making and highlight impacts, trends and opportunities.
 - Support the Chief Transformation Officer and TMO leadership by coordinating program information flows, preparing program correspondence, and ensuring decision-makers receive timely, accurate analysis.
 - Facilitate effective engagement with business areas, delivery teams and governance groups to ensure alignment, shared understanding and consistent application of program standards.
 - Coordinate program-level meetings, workshops and operational forums by preparing agendas, papers and presentations, recording outcomes and monitoring follow-up actions.
 - Promote consistency and compliance in transformation program and project delivery.
 - Recognises and acts upon opportunities and initiatives to enhance transformation program and project delivery, through the development of effective working relationships.
 - Ensures that the TMO framework, methodology, processes and operations are effectively applied and providing sound governance, portfolio management and project delivery.
 - Contribute to continuous improvement and innovation and provide and quality customer service.
 - Contribute to a positive work environment that reflects the values of the Insurance Commission.
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Corporate Responsibilities

- Exhibits accountability, professional integrity and respect consistent with the Insurance Commission's Values and Code of Conduct, and the public sector Code of Ethics.
 - Ensures all correspondence is to a professional standard consistent with the style guide.
 - Performs other duties as directed.
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Work Related Requirements (Selection Criteria)

Capability to:

1. Coordinate and integrate program-level activities, maintaining oversight of schedules, risks, issues, dependencies and performance information to support timely decision-making and effective governance.
2. Apply program, project and portfolio management methodologies (e.g., TMO frameworks, PMBOK, Agile) to ensure consistent delivery standards, quality assurance and compliance across multiple concurrent initiatives.



3. Analyse complex information from multiple project sources to prepare clear, accurate and influential reports, briefing materials, governance papers and insights for senior leaders and stakeholders.
 4. Engage, influence and collaborate effectively with a diverse range of stakeholders including executives, project teams, governance groups and external partners to support alignment, information flow and program delivery outcomes.
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Pre-employment requirements

- A satisfactory National Police Clearance no more than six months old
 - 100 point identity check
 - Satisfactory evidence of Australian residency status or the right to work in Australia
 - Satisfactory evidence of essential qualifications or Professional Memberships (where applicable)
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Award/Agreement

Government Officers (Insurance Commission of Western Australia) Award 1987

Government Officers (Insurance Commission of Western Australia) General Agreement 2024

Certification

Approved by the delegated authority and registered on:

10 March 2026