



Title	Transformation Project Coordinator	Classification	Level 5
Number	Generic	Group	Corporate Support
Reports to	Transformation Manager	Division	Transformation Management Office
Supervises	0	Section	Enterprise Program Delivery

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

Working within the Transformation Management Office this role supports the delivery of projects under the Transformation Program. This position is responsible for coordinating project activities across one or more initiatives, maintaining comprehensive project documentation, and facilitating effective stakeholder engagement.

Position Responsibilities

- Coordinate and deliver assigned workstream activities to support transformation initiatives ensuring effective execution, integration of tasks and timely progression of project deliverables.
- Maintain oversight of milestones, performance indicators, dependencies and actions, analysing variances and identifying issues, risks and blockers, and supporting timely resolution and escalation where required.
- Prepare, consolidate and quality assure project governance materials including risk, issues, decisions, status reports, briefing materials and other documentation required.
- Ensure project artefacts comply with TMO delivery frameworks, maintaining accurate version control, document integrity, and appropriate escalation of delivery risks or issues.
- Facilitate engagement with business stakeholders, delivery teams, IT, governance functions and external partners to support alignment, information flow and the timely completion of project tasks.



- Coordinate and support meetings and workshops, including preparing agendas, papers and presentations, recording outcomes, and managing follow-up actions.
 - Analyse project performance information to identify emerging risks, trends and improvement opportunities, and provide insights and recommendations to inform planning and decision-making.
 - Undertake research, review and evaluation activities to support project planning, reporting and continuous improvement efforts within the Enterprise Data Office.
 - Identify and implement improvements to delivery coordination practices, tools and reporting approaches to enhance project effectiveness and efficiency.
 - Support consistent application of TMO delivery frameworks change practices, promoting collaboration across business areas involved in transformation activities.
 - 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. Plan, prioritise and organise work effectively to manage multiple tasks, competing priorities and delivering timeframes.
 2. Maintain accurate and well structures records, registers and project documentation to support effective governance and reporting.
 3. Communicate clearly, professionally and with influence while engaging a broad range of stakeholders.
 4. Work collaboratively within project and transformation teams, contributing to shared outcomes and supporting coordinated delivery.
 5. Use project coordination tools, systems and methodologies to support planning, tracking, reporting and continuous improvement.
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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