

## POSITION DESCRIPTION

1. POSITION DETAILS			
<b>Position Title</b>	Projects Coordinator	<b>Designation &amp; Classification Level</b>	RGRC Level 6
<b>Position No</b>	2058	<b>Division</b>	Infrastructure Services & Planning
<b>Business Unit</b>	Project Management	<b>Reports To</b>	Projects Manager
<b>Location</b>	Katherine	<b>Date Created</b>	February 2020
2. POSITION CONTEXT			
<b>Position Summary/ Purpose</b>	The Projects Coordinator provides technical trade's expertise and project management implementation, monitoring and reporting of infrastructure project delivery, utilising best practice Project Management principles, including contract management support for Council's Capital Works Program and other infrastructure projects.		
3. KEY RESPONSIBILITIES			
<p><b>1. <u>Service Delivery, Planning and Monitoring</u></b></p> <ul style="list-style-type: none"> <li>• Provide a high level of technical support on project delivery activities for capital works across all of Council's infrastructure programs to ensure outcomes, timing, budget and other associated objectives are met in accordance with best practices.</li> <li>• Regular report on the status of projects and activities.</li> <li>• Assist in the establishment and maintenance of a forward infrastructure projects program and other infrastructure projects to ensure outcomes, timing, budget and other associated objectives are met in accordance with best practices.</li> <li>• Assist in the establishment and maintenance of a forward infrastructure projects program for effective budget and resource planning, aligning with both internal and external expectations.</li> <li>• Monitor progress of projects to ensure that the milestones and performance indicators are met, including the preparation of project progress reports.</li> <li>• Assist in the key stakeholder consultation undertaken for the delivery of infrastructure projects and forward programs including the preparation of responses to infrastructure projects and forward programs including the preparation of responses to infrastructure project related correspondence and enquiries.</li> <li>• Assist in the preparation, lodgement and management of grant funding applications from external funding bodies for infrastructure projects.</li> <li>• Undertake other reasonable duties within the scope of the relevant level as directed by the Senior Management.</li> <li>• Assist with executive support for Senior Management, including general correspondence, logistics and travel support, report preparation and generation</li> </ul> <p><b>2. <u>Organisational Sustainability</u></b></p> <ul style="list-style-type: none"> <li>• Support contract Management activities related to delivery of infrastructure projects and programs.</li> <li>• Establish and maintain an effective communication with internal and external stakeholders to ensure deadlines, queries, requests and any other organisational issues are dealt with in a responsive and timely manner.</li> <li>• Ensure effective communication links between the Contracts and Projects Officer team, and other directorates of the Council.</li> <li>• Coordinate the responses to various correspondences of behalf of the Assets and Project Manager and General Manager.</li> </ul> <p><b>3. <u>Quality and Continuous Improvement</u></b></p> <ul style="list-style-type: none"> <li>• Participate in training programs and seminars to enhance professional performance.</li> <li>• Work within a multi-disciplinary and multi-cultural team.</li> <li>• Act with sensitivity, confidentiality, courtesy and discretion at all times.</li> </ul>			

#### 4. Work Health and Safety (WHS)

All Council staff have a duty of care and a legal obligation to ensure that they:

- Undertake work in a manner that is not harmful to their health and safety or the health and safety of others
- Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System
- Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements
- Attend and actively participate in WHS and other mandatory training
- Monitor workplace conditions and report:
  - Ideas which may improve health and safety
  - Any work related or personal injury or illness (where it may affect their ability to work safely)
  - Any work-related incident they witness, including bullying and harassment
  - Hazards and incidents including any malfunction or inadequacies of equipment
  - Correct minor hazards as applicable.

#### 4. SELECTION CRITERIA

##### ESSENTIAL

1. Diploma or Advance Diploma in Engineering, Projects Administration or related discipline, or appropriate in-house training in project and construction management or equivalent.
2. Demonstrated knowledge and experience in construction principles and practices and building services.
3. Demonstrated experience in the interpretation of legislative regulations and procedural guidelines.
4. Well-developed organisational and time management skills, with the ability to work under strict deadlines and high-pressure environments while maintaining a high attention to detail.
5. Excellent written and verbal communication skills, particularly the ability to draft correspondence and reports.
6. Demonstrated ability to maintain and process information regarding complex contracts, agreements and project plans.
7. Sound fundamental knowledge of financial management, reporting and data management.
8. Sound decision making skills and the ability to exercise judgement within guidelines.
9. Proven track record of developing constructive relationships by effectively managing the competing demands of diverse stakeholders.
10. Well-developed word-processing and computer application skills.
11. Demonstrated ability to work independently and within a team environment.
12. Demonstrated sound knowledge of Work Health and Safety practices and principles.

##### DESIRABLE

1. Experience in technical services environment in a Local Government industry.
2. Demonstrated experience and/or awareness of issues affecting people in remote Indigenous communities.

##### MANDATORY REQUIREMENTS

1. Be an Australian Resident or provide the current, relevant Visa to work within Australia. (Please note that RGRC do not currently undertake sponsorship).
2. Current Criminal History Check (issued within three (3) months) or undertake a new Criminal History Check prior to commencement of employment.
3. Current Northern Territory C Class Drivers Licence with manual driving capacity.

#### 5. ACKNOWLEDGEMENT

GENERAL MANAGER	ANDREEA CADDY	Date Approved: 5/10/22	Signature: 
Employee Name		Date:	Signature: