

# Role Description

## Investment Design Coordinator



Role Description Fields	Details
Cluster	Education
Department/Agency	TAFE NSW
Division/Branch/Unit	Shared Services Group
Position Description no	10669-01
Classification/Grade/Band	TAFE Manager Level 1
Senior executive work level standards	Not Applicable
ANZSCO Code	139999
PCAT Code	3222492
Date of Approval	November 2020
Agency Website	<a href="http://www.tafensw.edu.au">www.tafensw.edu.au</a>

### Agency overview

TAFE NSW's purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

### Primary purpose of the role

This position is the primary point of contact for design with external design consultants and internal stakeholders on major infrastructure projects. The Design Coordinator provides technical expertise and support to project teams, is responsible for design reviews during project design development phases, solves in-field design issues during construction, and works to ensure the design achieves key objectives and meets the needs of TAFE NSW and our customers.

## Key accountabilities

1. Advise TAFE NSW stakeholders on the implementation of design standards and processes across TAFE Infrastructure NSW projects.
2. In partnership with the Investment program directors and managers, coordinate all phases of design on major infrastructure projects.
3. Provide direction to design consultants regarding stakeholder & business requirements for design projects, ensuring they meet design standards, strategic objectives and business operations.
4. Manage and lead the relationship with design consultants across a number of infrastructure design projects, ensuring compliance with design standards and guidelines, and ensuring all technical requirements are met in line with TAFE NSW processes and procedures.
5. Drive adoption of the Interconnected Training Network (ITN), promoting innovative, sustainable learning environment design, and guide issue resolution to ensure design elements are fit-for-purpose and meet intended outcomes.
6. Work closely with members of the TAFE Infrastructure NSW team to ensure that all design is deliverable, stage-able and meets the project, educational and business objectives of TAFE NSW.
7. Provide design leadership and act as subject matter expert on project working groups and design groups, where built environment design input and advice is required.
8. Engage with TAFE NSW teaching and customer stakeholders to ensure design outcomes meet their needs and are consistent across all TAFE NSW locations.
9. Support the inclusion of environmental sustainability standards in new construction or upgrades of existing assets for consistent application of environmental policy across the TAFE NSW asset portfolio.
10. Identify, assess and manage project design dependencies, risks and issues, and escalate appropriately as circumstances dictate.
11. Support the development of and update design standards and guidelines under the ITN.
12. Report to the Investment Design Manager on project progress, identifying achievements, and flagging any obstacles that may be impeding the achievement of good design outcomes.
13. Reflect TAFE NSW's values in the way you work, and abide by policies and procedures to ensure a safe, healthy and inclusive work environment.
14. Place the customer at the centre of all decision making.

## Key challenges

- Managing complex and sensitive consultations, negotiations across project teams with diverse stakeholders, to achieve consistent and customer-focussed outcomes, given their varying expectations, viewpoints and interests.
- Achieving multiple project objectives, given limited resources and tight deadlines, and the need to identify project interdependencies and balance competing demands and priorities.
- Influencing stakeholders through all levels of management and across business units, acting as an agent of change to promote innovation in design and adoption of the ITN.

## Key relationships

### Internal

Who	Why
Line Manager	<ul style="list-style-type: none"><li>• Receive leadership, advice and support</li></ul>

Investment Program Managers, Investment Project Directors and Investment Program Directors	<ul style="list-style-type: none"> <li>• Advise and assist in the development and implementation of design processes for major capital works and nominated minor capital works projects.</li> <li>• Collaboratively deliver project design management.</li> <li>• Provide design advice and expertise as required.</li> </ul>
Broader TAFE Infrastructure NSW Branch	<ul style="list-style-type: none"> <li>• Coordination and collaboration.</li> <li>• To provide design leadership and advice.</li> </ul>
Other business branches of TAFE NSW corporate and delivery teams	<ul style="list-style-type: none"> <li>• For consultation, collaboration and advice.</li> <li>• To provide design leadership for TAFE NSW.</li> </ul>

## External

Who	Why
Central government agencies	<ul style="list-style-type: none"> <li>• Establish and maintain relationships as appropriate, particularly on matters of common interest to the government sector.</li> </ul>
Contracted services providers	<ul style="list-style-type: none"> <li>• Liaise with and manage design development of capital works projects as required.</li> <li>• Liaise with and manage contracted relationships and performance as required.</li> </ul>
Industry groups and networks	<ul style="list-style-type: none"> <li>• Professional development in relation to design management.</li> </ul>
Local and State Government	<ul style="list-style-type: none"> <li>• Keep abreast of regulatory matters affecting the design of TAFE NSW facilities.</li> </ul>

## Role dimensions

### Decision making

- Makes decisions on complex and sensitive issues within professional knowledge and expertise.
- Matters requiring a higher level of approval are referred to the Reporting Line Manager.

### Reporting line

Investment Design Manager

### Direct reports

Nil

### Budget/Expenditure

TBA

## Essential requirements

1. A valid Working with Children Check (required prior to commencement).
2. Degree qualification in Architecture, Engineering, or a related field with significant experience in leading and applying design standards for large corporate, government or commercial enterprise.
3. At least 3-5 years of experience in managing the design of multiple complex major capital works projects, with a focus on education and/or government infrastructure projects.
4. Demonstrated capability to manage complex stakeholder issues and engagement processes

## Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.



The capabilities are separated into focus capabilities and complementary capabilities

## Focus capabilities

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

## Focus capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	<b>Manage Self</b> Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> <li>Keep up to date with relevant contemporary knowledge and practices</li> <li>Look for and take advantage of opportunities to learn new skills and develop strengths</li> <li>Show commitment to achieving challenging goals</li> <li>Examine and reflect on own performance</li> <li>Seek and respond positively to constructive feedback and guidance</li> <li>Demonstrate and maintain a high level of personal motivation</li> </ul>	Adept
 Relationships	<b>Communicate Effectively</b> Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> <li>Tailor communication to diverse audiences</li> <li>Clearly explain complex concepts and arguments to individuals and groups</li> <li>Create opportunities for others to be heard, listen attentively and encourage them to express their views</li> <li>Share information across teams and units to enable informed decision making</li> <li>Write fluently in plain English and in a range of styles and formats</li> <li>Use contemporary communication channels to share information, engage and interact with diverse audiences</li> </ul>	Adept



### Work Collaboratively

Collaborate with others and value their contribution

- Recognise outcomes achieved through effective collaboration between teams
- Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government
- Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions
- Network extensively across government and organisations to increase collaboration
- Encourage others to use appropriate collaboration approaches and tools, including digital technologies

Advanced



### Influence and Negotiate

Gain consensus and commitment from others, and resolve issues and conflicts

- Negotiate from an informed and credible position
- Lead and facilitate productive discussions with staff and stakeholders
- Encourage others to talk, share and debate ideas to achieve a consensus
- Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes
- Influence others with a fair and considered approach and sound arguments
- Show sensitivity and understanding in resolving conflicts and differences
- Manage challenging relationships with internal and external stakeholders
- Anticipate and minimise conflict

Adept



### Plan and Prioritise

Plan to achieve priority outcomes and respond flexibly to changing circumstances

- Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work
- Initiate, prioritise, consult on and develop team and unit goals, strategies and plans
- Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses
- Ensure current work plans and activities support and are consistent with organisational change initiatives
- Evaluate outcomes and adjust future plans accordingly

Adept



### Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

- Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence
- Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience
- Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience
- Seek contributions and ideas from people with diverse backgrounds and experience
- Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness
- Identify and share business process improvements to enhance effectiveness

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### Project Management

Understand and apply effective planning, coordination and control methods










- Understand all components of the project management process, including the need to consider change management to realise business benefits
- Prepare clear project proposals and accurate estimates of required costs and resources
- Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements
- Identify and evaluate risks associated with the project and develop mitigation strategies
- Identify and consult stakeholders to inform the project strategy
- Communicate the project's objectives and its expected benefits
- Monitor the completion of project milestones against goals and take necessary action
- Evaluate progress and identify improvements to inform future projects

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## Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

Capability group/sets	Capability name	Description	Level
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Adept
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate