

# Position Description



## Our Values

We value life  
We make every conversation count  
We will find a better way, today  
We make the complicated simple

Position Title	Project Coordinator
Position Number	
Band / Job Group	
Division	<b>IT Shared Solutions</b> IT Shared Solutions (ITSS) is a collaborative division that delivers IT services across both the TAC and WorkSafe Victoria.  <b>The TAC</b> pays benefits to people injured in transport accidents. Working closely with Victoria Police and Vic Roads, the TAC also develops campaigns that increase awareness of issues, change behaviour and reduce the incidence of road trauma. Our aim is to have zero deaths and serious injuries on our roads.  <b>WorkSafe Victoria</b> plays a critical role in the lives of Victorian employers and workers - as the state's health and safety regulator and as the manager of Victoria's workers compensation scheme. In both capacities, employers and workers are at the heart of our service. Our aim is to keep all workplaces healthy and safe, and to deliver high quality care and treatment when workers are injured.
Branch	IT Project Delivery
Location	Geelong
Reports To	PMO Manager
Number of Direct Reports	Nil.
Working with Children	Is a Working with Children check required for this position? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Financial Delegation	Nil.
Job Purpose	The Project Coordinator is primarily responsible for providing general administration support for the successful delivery of projects and is actively involved in the coordination of various projects within a specific portfolio. This includes supporting the development of processes and activities including financial management, project reporting, asset management, procurement and administration. The Project Coordinator will be accountable for tracking the overall status of the various main project deliverables within the agreed ICT Investment portfolio and will be the point of contact for the portfolio.

## KEY ACCOUNTABILITIES

- Assist with information gathering and project planning activities to ensure the project is set up to be managed according to the approved methodology and framework.
- Liaise with internal and external stakeholders and project resources, acting as a key contact point within the project.
- Assist in project management tasks including maintenance of the schedule, monitoring project deliverables, budget management and reporting.
- Assist in managing risks, issues, dependencies and change requests.
- Arrange key project meetings; prepare steering committee packs, meeting agendas, minutes and action items. Follow up with responsible parties to ensure action items are addressed.
- Develop reports and other deliverables as assigned by the Program Management Office, Program Director and Project Manager.
- Coordinate the transition of all project documentation into operational teams once the project is complete.
- Administer and manage procurement processes.



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### Organisational Responsibilities

As defined by the Occupational Health and Safety Act 2004 - Victoria employees of TAC and WorkSafe Victoria are to take reasonable care to ensure their own safety, not place others at risk by any act or omission, follow safe work procedures, report hazards and injuries and cooperate with the employer to meet work health safety obligations.

Role model all TAC Leadership Model capabilities and behaviors; Adapt & Learn, Embrace Accountability, Cultivate Partnerships, Empower Others, Exercise Judgment, Deliver Outcomes, Shape Strategy & Direction and Lead Transformation.

Participate in identification and development of initiatives, risks, changes, recommendations and implementation of appropriate work practices, policies and guidelines to improve efficiency and/or effectiveness of work.

## KEY SELECTION CRITERIA

### Relevant Work Experience & Specialised Knowledge

- Diploma or Degree in relevant discipline and/or equivalent experience is required.
- Experience in coordinating projects of varying degrees of complexity and cost simultaneously within an Information Technology environment.
- Strong understanding of key factors requiring attention on a project.
- Understanding of the project lifecycle and delivery phases.
- Demonstrated excellent written and verbal communication skills with highly developed documentation skills.
- Strong analytical, problem solving and lateral thinking skills with excellent attention to detail.
- Highly motivated with a positive and proactive approach, and a demonstrated ability to take accountability for delivering quality outcomes.
- Excellent relationship building, influencing and negotiation skills, and an ability to communicate effectively at all levels with a broad range of internal and external stakeholders in a collaborative and engaging manner.
- Demonstrated ability to work autonomously and as part of a team.

### Capabilities

Deliver Outcomes: Contributes towards the achievement of team goals

Deliver Outcomes: Plans and manages their own activities and resources effectively and efficiently

Adapt and Learn: Shows interest in new approaches, tools, methods and/or technologies in own field of expertise

Cultivate Partnerships: Adapts own approach to different personal styles with internal and external stakeholders

Exercise Judgement: Quickly identifies barriers that may impact delivery and manages or escalates appropriately

Embrace Accountability: Follows through and meets work commitments to others on time

Lead Transformation: Makes improvements in work processes, procedures and services

Shape Strategy and Direction: Demonstrates an understanding of the operational and strategic goals and how own work contributes to these

