

# Position Description



<b>Position Title</b>	<b>Project Coordinator</b>
<b>Job Group</b>	JG 4
<b>Division</b>	Enterprise Transformation  Successfully deliver the organisation's strategic priorities cost effectively and in a way that optimises client outcomes, employee experience and a positive community impact. The division oversees the Portfolio, program and project delivery for the TAC, as well as the technology development and operations (including digital) for the TAC.
<b>Branch</b>	Choose an item.
<b>Location</b>	Geelong
<b>Reports To</b>	Program Director, Best Client Outcomes
<b>Working with Children Check Required?</b>	No

## 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 implementation of processes and activities including financial management, project reporting, asset management, procurement and administration.

The Project Coordinator will support the tracking of overall project and program status of the various main project deliverables within the agreed ICT Investment portfolio and will be the point of contact for the project.

## Key Role 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, financial management including accruals and reporting.
- Assist in managing risks, issues, dependencies and change requests.
- Arrange key project meetings; prepare 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 Portfolio Management Office, Program Director and Project Manager.
- Coordinate the transition of all project documentation into operational teams once the project is complete.
- Liaise with Procurement Team to support project procurement processes on behalf of the project manager.
- Provide administrative support for the development of Business Cases, IT Statements of Work, and project plans

## Our values

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

## Key Selection Criteria

### Relevant Qualifications, Work Experience & Specialised Knowledge

- Significant project administration /co-ordination 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 Software Delivery Lifecycle and project management frameworks.
- Demonstrated excellent written and verbal communication skills.
- Excellent administrative skills coupled with a demonstrated understanding of project documentation and governance processes.
- 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

As well as the technical skills required for the role above, our TAC capabilities are our building blocks for success.

- **Courage** – Taking action or speaking up, despite uncertainty or opposition.
- **Accountability** – Taking accountability and seeing it through.
- **Adaptability** – Adapting to changing needs and conditions.
- **Curiosity** – Openness to new ideas and learning.
- **Systems thinking** – Seeing the whole beyond the parts.
- **Critical thinking** – Analysing issues to form judgements.
- **Empathy** – Connecting with the experience of others.
- **Collaboration** – Working together to achieve shared goals.

## Organisational Responsibilities

As per the Victorian Occupational Health and Safety Act 2004, TAC employees must take reasonable care for the health and safety of themselves and others, and not put others at risk by any act or omission. Employees must cooperate with the TAC about any action taken to meet OHS obligations, this includes; following safe work practices and reporting incidents and hazards. Employees must not intentionally or recklessly interfere with or misuse anything at the workplace to support health, safety and welfare.

Uphold the TAC's commitment to inclusion and diversity by role modelling inclusive and respectful behaviours, in line with the TAC's values, capabilities and policies.

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.

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