

# Position Description



Position title:	Project Coordinator, TAFE Funded Projects
School/Directorate/VCO:	Federation TAFE
Campus:	SMB Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 7 range
Time fraction:	Full-time
Employment mode:	Fixed-term employment
Mandatory directions	Directions from Victoria's Chief Health Officer require all Victorian-based Federation University workers to be fully vaccinated, unless they are an Excepted Person as defined by the COVID-19 Mandatory Vaccination (Workers) Directions.
Further information from:	Ms Sharyn Wright, Head of Centre, Design and Construction Telephone: (03) 5327 8346 Email: sharyn.wright@federation.edu.au
Recruitment number:	851598

## Position summary

The Project Coordinator, TAFE Funded Projects is accountable for leading the planning and management of the delivery of TAFE funded projects as a part of the TAFE Operations team.

Reporting to the Head of Centre, Design and Construction and working closely with project stakeholders including the Project Owners, Governance Group and other Federation University stakeholders, the position is responsible for managing and delivering the scope, schedule, budget, resources and deliverables for funded projects in TAFE such as the Regional and Specialist Training Fund, Training Equipment and Facilities Fund and other industry funded projects.

## Portfolio

Federation TAFE is home to vocational education and training delivered by Federation University Australia and offers a broad range of quality education and training programs, reflecting state and national priorities that address the training needs of individuals and industry.

## Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the university's ambition as expressed in the 2021 - 2025 University Strategic Plan and share the University's values of:

**INCLUSION**, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

**INNOVATION**, we are agile and responsive to emerging opportunities.

**EXCELLENCE**, we act with integrity and take responsibility for achieving high standards.

**EMPOWERMENT**, we create a supportive environment to take informed risks in pursuit of success.

**COLLABORATION**, we establish genuine partnerships built on shared goals.

### Key responsibilities

1. Coordinate the evaluation of stakeholder and user needs using structured methodologies and providing specialist advice relevant to projects.
2. Develop the project scope, goals and deliverables that support TAFE goals and provide advice to Project Owners and stakeholders as to the suitability of project implementation.
3. Determine, secure and coordinate resource requirements for assigned projects.
4. Coordinate and oversee the budgetary and procurement processes for assigned projects.
5. Develop and implement project documentation and plans, including communication strategies and risk management plans, taking into consideration contractual agreements and relevant policy and procedure for implications.
6. Monitor financial, staffing, technical and infrastructure resources required to ensure successful progress against project schedules.
7. Manage and monitor project progress and risk to minimise organisational exposure and risk.
8. Implement project reporting mechanisms to ensure project progress and risks are identified at an organisation-wide level and that appropriate risk treatment plans are in place.
9. Influence stakeholder expectations on the delivery of successful projects, including minimising resistance to change.
10. Contribute to and liaise with stakeholders for budget and milestone reporting as required by Governance Group, government and industry reporting requirements.
11. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
12. Undertaking the responsibilities of the position adhering to:
  - the Staff Code of Conduct, Child Safe Code of Conduct, and Conflict of Interest Policy and Procedure;
  - Equal Opportunity and anti-discrimination legislation and requirements;
  - the requirements for the inclusion of people with disabilities in work and study;
  - Occupational Health and Safety (OH&S) legislation and requirements; and
  - Public Records Office of Victoria (PROV) legislation.

### Level of supervision and responsibility

The Project Coordinator, TAFE Funded Projects reports to the Head of Centre Design and Construction and will work under the broad direction of the Head of Centre, Design and Construction and TAFE Funded Projects Governance Group. The Project Coordinator will also be responsible for working closely with the TAFE Project Support Officer, Grant Funding. This role does not have line management or supervisory responsibility.

The incumbent will be required to make recommendations to the Governance Group, senior managers and other Heads of Centre on the progress of projects, risks and impacts to the organisation, including the ability to problem solve by considering alternative options that are within the scope of the project.

### Position and Organisational relationships

The Project Coordinator, TAFE Funded Projects reports to Head of Centre, Design and Construction. They will be expected to work collaboratively with all staff within Federation TAFE and the stakeholders across the university. Consultation and negotiation will be required with internal and external stakeholders to gain assistance and support with the implementation of projects.

### Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

### Training and qualifications

1. Completion of:
  - a degree with at least four years relevant experience; or
  - extensive experience and management expertise in technical or administrative fields; or
  - an equivalent combination of relevant experience and/or education/training.
2. A formal qualification in project management would be advantageous.

### Experience, knowledge and attributes

3. Demonstrated experience in applying industry project management standards to business projects.
4. Detailed knowledge and demonstrable methodical approach in the management of projects, including experience in change management, resource management, quality management and risk mitigation and treatment.
5. Demonstrated ability to provide advice and support on project impacts and deliverables to a broad audience (e.g. Steering Committee members, business sponsors, middle managers, industry and government).
6. Demonstrated ability to manage concurrent complex tasks, shifting priorities and timelines through strong analytical and problem-solving capabilities.
7. Demonstrated outstanding interpersonal and communication skills and the ability to work well with all levels of management and personnel to achieve goals, including the ability to work independently and in a team-oriented, collaborative environment.
8. Self-motivated with strong attention to detail and high level of accountability.
9. Demonstrated alignment with the University's commitment to child safety.

***The University reserves the right to invite applications and to make no appointment.***

*It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.*