



POSITION DESCRIPTION

Position Title	PROJECT COORDINATOR	Position No.	50052103
Team	[Strategy]	Classification	[Administrative/Professional]
Department	Content Ideas Lab	Schedule Roster Cycle	[Schedule A] [Non-Rostered]
Location	Negotiable	Band / Level	[Band 6-7]
Reports to	CONTENT IDEAS LAB PROJECT LEAD 50052269	HR Endorsement	27/11/2020
Purpose			

Support and create the scoping, implementation and monitoring of key cross-divisional projects as part of Content Ideas Lab and associated corporate strategic objectives.

Key Accountabilities

- On a day to day basis, assist project managers and key ABC Leadership Team roles to develop, research and deliver key projects that form part of Content Ideas Lab.
- Create scope documents and timelines to guide and assist project owners to prepare business cases and plans.
- Work strategically with senior staff to create and implement new ways of working.
- Run effective steering committees and workshops with appropriate stakeholder representation.
- Develop strategic relationships with ABC employees and teams to help monitor progress against project management plans, scope documents, timelines, financials (where necessary), resourcing, risks and issues.
- Create and monitor progress and status reports, and manage delivery of work by project leads and owners to ensure accountability and completion of action items
- Upwardly refer any risks or issues from project leads to project owners.
- Monitor projects to ensure adherence to ABC processes and quality standards.
- Manage any organisational and technical changes needed for a project, including change requests to initial scope documents.
- Work as part of a team, deal promptly with queries, determine priorities and deal with issues to completion
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Significant experience working in a project support or production support role.
2. Significant experience in managing projects to successful delivery and implementation.
3. Relevant certifications in agile project management.
4. Proven ability to manage multiple priorities and meet tight deadlines.
5. A thorough knowledge of ABC operational, administrative, human resource and general budgetary procedures and systems.
6. Highly advanced communication skills and experience in writing and presenting accurate documentation including presentations and reports.





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7. Highly advanced research and analytical skills, with demonstrated experience in using Excel to extract and analyse complex data.
8. Confident and clear communicator with strong stakeholder management skills and proven experience in liaising and negotiating with a broad range of stakeholders.
9. Proficiency in Microsoft PowerPoint, Excel and Word.
10. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
11. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
12. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.
13. Demonstrated knowledge and understanding of Aboriginal and/or Torres Strait Islander cultures and an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people. And, ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.