**Position Description**

|  |  |  |
| --- | --- | --- |
| Job Title:  Reporting To:  Department: | Project Co-Ordinator  Head of Portfolio Services (TBC)  Portfolio Management | |
| Division: | Technology & Operations | |
|  | | |
| **Your impact** | |

This position will be vital in providing day-to-day support of work streams within assigned projects, and to follow up on outstanding items and work with the project managers to ensure issues are escalated and the project is delivered on time.

The role will span multiple functions including planning, project co-ordination, financial reporting, stakeholder communication, and various administrative duties

|  |  |
| --- | --- |
| **Your responsibilities** | |
| *The Key responsibilities include:*   * Assisting in the financial forecasting and tracking of project, program, and portfolio budgets within SmartSheet * Overseeing resource allocation across multiple teams within SmartSheet * Updating and maintaining Confluence, Jira and Sharepoint document sites * Scheduling meetings and workshops and assisting in the management of attendance * Attendance at meetings and workshops where required to record minutes and actions * Liaising with project members, external vendors & stakeholders to track and update the status of actions and risks * Coordinating and distributing materials for project meetings * Following up actions and ensuring each person knows what they are accountable for * Providing regular status reports and managing and maintaining documentation and ensuring all documentation is distribution in a timely and effective manner. * Assisting with the resolution or management of conflicts between competing tasks * Maintaining registers of issues and risks * Assisting in the implementation of processes to facilitate project coordination and tracking * Supporting a team of Project and Portfolio Managers across a range of activities * Maintaining registers of issues, risks and decisions * Supporting the production of weekly reports and Exec level status reports * Manage and maintain documentation and documentation repositories * Assisting in the implementation of processes to facilitate project coordination and tracking | |
|  | |
| **Technical Requirements and Experience** | |
| *The required skills, experience and qualifications for this role include*  **Experience**   * Experience in similar role preferable * Experience in a fast paced environment preferable * Experience with Jira * Experience with SmartSheet * Intermediate in using MS Office (Excel, Word, Outlook, PowerPoint).   **Required Skills**   * Ability to multi task * Strong organisational and people management skills. * Ability to liaise and communicate effectively with team members and stakeholders * Ability to demonstrate strong verbal and written skills   **High Attention to Detail** – Able to easily identify anything out of the ordinary and ensure no stone is left unturned.  **Relationship Management –** Being able to negotiate commitments from involved parties and keep open a productive working relationship.  **Communication Skills –** Excellent written and oral communication skills to negotiate timelines, write up project notes and keep meeting minutes.  **Highly Organised** – Able to keep up in a fast paced dynamic while keeping information at your fingertips.  **Time Management** - Demonstrated ability to deal with conflicting and competing demands in a professional and timely fashion, whilst adhering to project critical timelines.  **Strong Analytical Mind** – Knowing when things don’t look right and when to investigate further. Constantly looking to improve processes / work flows and make everything as efficient as possible. | |
| **Our purpose and values**   |  | | --- | |  | | |

Our purpose is to bring home Australia’s most valued entertainment experience.

To help us achieve this, we have a set of values to guide how we behave and operate as a business, as a team, and as individuals:

**Customer First:** We put our customer relationships first. We think customer in every decision.

**Own It:** We take on the responsibility to bring home the best value.

**Authentic:** We give people a fair go and talk straight.

**Change the Game:** We make Foxtel different, better and special.

**Win Together:** We love being the underdog that wins. Together we are an unstoppable team.