

POSITION DESCRIPTION

Position Title	Project Coordinator – Capital Development Projects		
Organisational Unit	Development and Capital Projects		
Functional Unit	Properties and Facilities		
Nominated Supervisor	State Development Manager (VIC)		
Higher Education Worker (HEW) Level	7	Campus/Location	Melbourne
CDF Achievement Level	1 All Staff	Work Area Position Code	12742
Employment Type	Continuing, Full-time	Date reviewed	December 2015

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

Australian Catholic University (ACU) is both a Catholic University and a public institution within the Australian higher education sector. ACU is an inclusive community which welcomes students and staff of all beliefs. The University is committed to a strong Catholic ethos and seeks to foster and promote teaching and learning, research and scholarship, and community engagement in the Christian tradition. As valued members of our community, all staff members are expected to have an understanding of ACU's [Mission](#) and values and to demonstrate an active contribution to them.

The University shares with universities worldwide a commitment to quality in teaching, research and service. It aspires to be a community characterised by free enquiry and academic integrity.

The University chooses to focus on areas of teaching and research that are closely connected with its particular character as a University that is Catholic, public and national. The focus areas are Theology and Philosophy, Health, Education, and the Common Good and Social Justice.

ACU has over 2,500 staff supporting more than 34,000 students across seven campuses – Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney and Strathfield.

The structure to support this complex and national University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Directorate of Identity and Mission drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

The University pursues performance excellence and offers an environment where staff are valued and rewarded. Staff are expected to demonstrate a commitment to continuous improvement and to participate fully in resolving issues to achieve and maintain quality standards relevant to role. Further information about a career with ACU is available at www.acu.edu.au.

ACU is committed to diversity and social inclusion in its employment practices. Applications from Aboriginal and Torres Strait Islander people, people with disabilities and people from culturally diverse groups are encouraged.

ABOUT CORPORATES SERVICES

The Corporate Services Portfolio enables and fosters an engaging student and workplace experience through services aligned to the Identity and Mission, and the Strategic Plan of the University. The portfolio comprises 10 Directorates, namely Finance, Governance, Human Resources, Information Technology, Marketing & External Relations, Office of Planning & Strategic Management, Office of General Counsel, Properties & Facilities, Student Administration and Office of the Chief Operating Officer.

ABOUT THE PROPERTIES AND FACILITIES DIRECTORATE

Operating within the ACU's Corporate Service, the Properties and Facilities Directorate is led by the Director of Properties and Facilities and three Associate Directors.

The Director is responsible for overall strategic planning and governance, while the Associate Directors are responsible for specific portfolios, namely Development and Capital Projects, Facilities Management and Planning & Sustainability.

POSITION PURPOSE

The Project Coordinator – Capital Development Projects is an integral member of the project team responsible for delivering building development projects of varying size and complexity. The Project Coordinator is responsible for directing, organising and controlling project activities, under the direction of a Senior Project Manager or as further delegated to a designated Project Manager on a project by project basis, to ensure projects are delivered in accordance with agreed time, cost, safety and quality objectives.

The Project Coordinator – Capital Development Projects is responsible for the day to day co-ordination of a set of Capital Works Development Projects on a statewide basis. The position is responsible for all client side project related functions including project initiation, cost planning, procurement, contract administration, supplier and contractor co-ordination in accordance with time, cost, safety and quality objectives to the satisfaction of the Senior Project Manager.

Furthermore, the role of Project Coordinator is an integral part of a project team and is expected to collaborate with all members of the project team to facilitate project success.

POSITION RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Principles
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team ✓	School or Campus ✓	Faculty or Directorate ✓	Across the University ✓
<p>Client centric project co-ordination and support including:</p> <ul style="list-style-type: none"> Stakeholder identification and engagement Full life cycle management of minor projects in accordance with ACU's Project Management Framework in accordance with agreed time, cost, safety and quality objectives Effective Risk and Issues management through all project phases i.e. from inception to close out . Procurement and Contract Management of suppliers, contractors and consultants Communication and Interface management, including regular communications with internal stakeholders and compliance notifications with external authorities during the course of the project Ensuring all aspects of a project comply with external requirements and relevant ACU policies and procedures Governance management for all project related matters 	<ul style="list-style-type: none"> Deliver Stakeholder Centric Service Know ACU Work Processes and Systems Communicate with Impact 			✓	
<p>Client side Procurement and Contract Administration of multiple suppliers and contractors for multiple projects on a statewide basis including:</p> <ul style="list-style-type: none"> Tender document preparation, tendering and tender assessment Provide supplier and contractor induction and management including WHS compliance Contract document preparation, negotiation and administration Purchasing and payments certification and administration including site inspections at regular milestones, goods receipting and defects management. 	<ul style="list-style-type: none"> Know ACU Work Processes and Systems Make Informed Decisions Be Responsible and Accountable for Achieving Excellence 			✓	

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Financial administration of projects (statewide) including: <ul style="list-style-type: none"> Budget and Cost Management including cost estimating, tracking and reporting utilising ACU systems such as ACUsis Processing of procurement documentation including PRF's and PO's. Effective utilisation of ACU's finance and project management systems including ACUSIS for financial administration of projects Preparation of project risk registers, co-ordination of required treatments and controls to mitigate risks and close out of potential project risks and emerging/identified issues 	<ul style="list-style-type: none"> Apply Commercial Acumen Know ACU Work Processes and Systems Coach and Develop 			✓	
Process Improvement through pro-active support of the Capital Projects Delivery team, including: <ul style="list-style-type: none"> Identify, evaluate and recommend potential improvements to processes; Representing the Properties Directorate Development and Capital Projects Group at University meetings and forums where appropriate Attendance and participation in identifying and resolving interface issues between various ACU Groups and Directorates. 	<ul style="list-style-type: none"> Apply Commercial Acumen Collaborate Effectively Adapt to and Lead Change 			✓	

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

The position holder is required to:

- apply their technical knowledge and experience in stakeholder management, design and internal fitout of buildings to identify, define, evaluate options and resolve multiple issues to ensure the timely delivery of minor projects or major tasks within large projects.
- plan and effectively manage multiple tasks to ensure the timely delivery of major tasks in support of large projects, or minor fitout and building projects within budget to agreed quality and safety standards, often to immovable deadlines, while maintaining stakeholder expectations
- Liaise, co-ordinate and communicate with a range of stakeholders of varying seniority and priorities to ensure project outcomes are achieved in line with ACU's identity and mission.
- Procure, supervise and resolve matters raised by consultants and contractors to ensure successful delivery of contracted outcomes.
- minimise ACU's exposure through effective project risk/issues management and reporting, and through demonstrating compliance of completed projects to Authority and ACU requirements.
- effectively administer and deliver major project tasks and minor capital projects consistently in accordance with the ACU's framework for Project and Contract Management.

Decision Making / Authority to Act

The position holder:

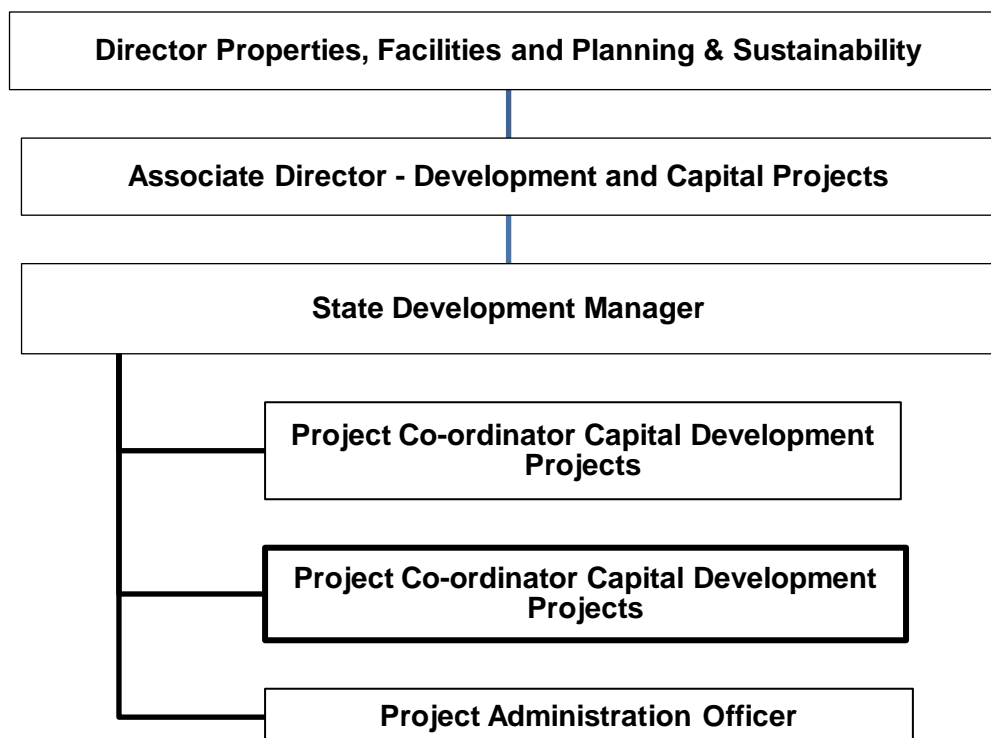
- has substantial autonomy in the day to day administration and co-ordination of consultants and contractors to ensure the delivery of the stipulated tasks and outcomes specified in the relevant executed contract.
- will have appropriate delegated authority to raise and approve purchase orders (up to \$10,000 GST exclusive, subject of ACU Delegations Policy), review and recommend approval of claims and conduct site inspections to meet the due diligence and quality assurance requirements of ACU.
- has the authority to represent and make commitments on behalf of the ACU Properties and Facilities Development and Capital Projects Group as delegated by the Senior Project Manager.

Communication / Working Relationships

The position holder will:

- Assess the impacts and risks of the tasks and projects assigned to them and appropriately develop and issue communiques on a regular basis during the course of the project.
- Communicate and collaborate with a wide range of internal and external stakeholders of varying seniority including service providers and consultants to ensure compliance with ACU's Policies and Procedures for Capital Project Delivery and the achievement of expected project outcomes. Professionally represent and interact with external and internal stakeholders (including the Projects and Facilities Teams) across two campuses to ensure that all interface and project specific matters for assigned projects are identified and collaboratively managed and resolved

REPORTING RELATIONSHIPS



For further information about structure of the University refer to the [organisation chart](#).

SELECTION CRITERIA

Qualifications, skills, knowledge and experience	
1.	Completion of a degree or tertiary qualification and substantial relevant experience in project coordination or similar role, or a combination of relevant experience and/or education and training.
2.	Demonstrable experience in the preparation, tendering and negotiating of contracts to the value of \$0.5M.
3.	Demonstrated experience in the successful programming and delivery of multiple small projects (\$1 to \$2M) and/or supporting capital development and construction projects, including related contract, financial and reporting administration in accordance with time, cost, safety and quality objectives. Good understanding of the project phases and the outcomes and tasks required to achieve each phase.
4.	Demonstrated ability to plan work activity, prioritise time and resources using established processes and technology to achieve optimum efficiency and effectiveness.
5.	Experience in reading and understanding a range of project related financial reports.
6.	Demonstrated ability to actively enforce safe work practices and ensure the diligent application of the organisation's relevant policies (including WHS and Procurement) and applicable legislation, regulations, codes and standards. Identification of project risks and implementation of mitigation strategies to minimise exposure to the organisation.
7.	Superior communication, negotiation and interpersonal skills with demonstrated ability to communicate with impact, creating and implementing communications that meet the expectations of key stakeholders with regard to reporting on project progress.
Core Competencies (as per the Capability Development Framework)	
8.	Live ACU's Mission, Vision and Values: Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.

9.	Demonstrated commitment to working collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence and deliver stakeholder centric services while keeping the stakeholder interests at the core of business decisions. See the ACU Service Principles
10.	Apply Commercial Acumen: Understand the business environment in which ACU operates and adopt a University-wide point of view to seize opportunities and improve commercial viability.
Other attributes	
11.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.