

Department of State Growth

Statement of Duties

Position Title:	Senior Project Coordinator
Position number:	005659
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 7
Division/branch/section:	Infrastructure Tasmania – Major Infrastructure Projects
Location:	Hobart
Employment status:	Flexible
Supervisor:	Director, Major Infrastructure Projects

Position Objective

The Senior Project Coordinator is responsible for providing strategic and high-level specialist expertise in scoping, developing, and delivering key project management and procurement initiatives that facilitate the development and delivery of major infrastructure projects and services, and developing governance provisions that ensure the effective delivery of these projects.

Major Duties

- Lead the development of project and procurement strategies to support the life-cycle phases of multiple projects, from initiation to delivery phases, both individually and as part of a broader project team, and with external consultants, where appropriate.
- Provide high level advice and support to internal and external stakeholders in relation to complex procurement initiatives and project management tasks.
- Provide sound advice and support the branch to develop, maintain and periodically review contemporary project governance provisions that ensure the sound delivery of assigned projects and meet the government's objectives, outcomes, and outputs.
- Identify risks, issues and dependencies relating to large-scale, high-risk, complex projects and procurements and ensure that effective management, controls, and risk mitigation strategies are implemented, monitored and remain fit for purpose.
- Develop implementation plans to ensure there is a robust post procurement framework including roles and responsibilities for actively managing contracts with external providers.
- Develop processes, tools, and documentation to improve project outcomes to enhance the delivery of priority infrastructure projects being delivered by Infrastructure Tasmania.
- Represent Infrastructure Tasmania at a high level, in a variety of forums, as required.

- Support, supervision and mentoring of assigned staff.
- Prepare high level written content, including Ministerial correspondence, Cabinet documentation, Project Steering Committee documentation, Issues Briefs, advice to the Secretary, reports, and submissions.
- Lead the development of the division's procurement initiatives and business practices that enhance the quality of Infrastructure Tasmania's outputs.
- Contribute to a supportive and collaborative team culture.

Scope of Work: (Responsibility, Decision-Making and Direction Received)

Under the general direction of the Senior Project Manager (initially the Project Director) Major Infrastructure Projects, the position will provide authoritative advice on strategic deliverables relating to infrastructure, procurement, and project issues relevant to Infrastructure Tasmania.

The role will work closely with all levels of government, local communities, and key stakeholders to ensure the successful delivery of infrastructure projects and initiatives that align with Tasmania's strategic developmental goals and contributes to growth and prosperity.

This position will be expected to work collaboratively with colleagues, all tiers of government, infrastructure owners and the construction industry so as to, where applicable, provide efficiencies in the development and delivery of major infrastructure projects and programs.

Selection Criteria (Knowledge and Skills):

- Demonstrated ability to plan, influence and produce evidence-based strategies and initiatives relating to or within a project management framework.
- Demonstrated knowledge and experience in the application of policies and protocols associated with procurement and contract management within a government context.
- Demonstrated high level written communication skills, including the ability to produce information that is clear, concise, and readily understandable to the target audience and non-specialists and prepare high-level documents for Ministers, government and other audiences.
- Proven interpersonal and oral communication skills, including the ability to build and foster effective relationships, negotiate, resolve conflict, and represent the department.
- Proven investigative research, planning, analytical and problem-solving skills and the ability to plan and undertake projects and key priority initiatives of varying complexity and priority.
- Proven self-management and leadership skills including the ability to plan, organise and prioritise concurrent and complex tasks to meet deadlines and a demonstrated ability to operate effectively as a senior member of a team.

Position Requirements

Pre-employment

- *Nil*

Essential

- Nil

Desirable

- Current drivers licence.

Working at State Growth

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [Department's website \(http://www.stategrowth.tas.gov.au/\)](http://www.stategrowth.tas.gov.au/) provides more information.

Our department is a diverse, inclusive, and flexible workplace that enables our people to contribute to their full potential. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our clients with respect.

State Growth is a values-based organisation. Our aim is to attract, recruit and retain people who will uphold our values and are committed to building a strong values-based culture. Our values and behaviours reflect what we consider to be important, that is:

Our people who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the ***Courage to Make a Difference*** through:

- ***Teamwork*** – our teams are diverse, caring and productive
- ***Respect*** – we are fair, trusting and appreciative
- ***Excellence*** – we take pride in our work and encourage new ideas to deliver public value
- ***Integrity*** – we are ethical and accountable in all we do

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices. State Growth has zero tolerance to violence, including violence against women and any form of family violence. We will take an active role to support employees and their families by providing a workplace that promotes their safety and provides the flexibility to support employees to live free from violence.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at State Service Management Office (www.dpac.tas.gov.au/divisions/ssmo).