Position Title   Program Coordinator

Classification   Level 6

School/Division   People & Culture

Centre/Section   Employee Payments Project

Supervisor Title   Program Director – Employee Payments Project

Supervisor Position Number

Position Number

Your work area

People and Culture enables the University to implement and deliver its People & Culture strategy to make the University a remarkable place to work, attracting and retaining word-class staff from diverse backgrounds who want to build careers, drive change, provide leadership an create opportunities at an institution renowned for its excellence.

Reporting structure

Reports to: Senior Program Manager

Your role

The Program Coordinator will play a key role in supporting the successful execution of the program aimed at remediating issues with employee entitlements. The role will be responsible for coordinating various projects within the program, ensuring alignment with strategic goals, and facilitating effective communication amongst stakeholders. The Program Coordinator will provide administrative support, monitor progress, and assist in resolving issues to ensure the program's objectives are met efficiently and effectively.

Your key responsibilities

Coordinate and monitor the progress of multiple projects within the program.

Facilitate communication and collaboration amongst project teams and stakeholders.

Assist in the development and maintenance of program schedules and timelines.

Track and report on program metrics and performance indicators.

Support the resolution and remediation of escalated program risks and issues.

Provide administrative support, including documentation and record-keeping.

Assist in the preparation and dissemination of program-related communications.

Your specific work capabilities (selection criteria)

Relevant tertiary qualification or demonstrated equivalent competency.

Substantial relevant experience in coordinating and managing multiple projects within a large and complex organisation.

Excellent verbal and written communication skills, with the ability to facilitate effective stakeholder engagement.

Highly developed organisational skills, with the demonstrated ability to organise, prioritise and manage tasks effectively.

Strong problem solving skills, with the ability to identify issues and implement effective solutions to ensure program success.

Strong attention to detail, with demonstrated accuracy in tracking program metrics and maintaining documentation.

Proficiency in using Microsoft Project or other project management software tools.

Ability to work collaboratively within a team and support Project Leads.

Adaptability and flexibility to adapt to changing program requirements and priorities.

Special requirements (selection criteria)

Some after-hours work may be required.

Compliance

Ensure you are aware of and comply with legislation and University policies.

To learn more about the Code of Conduct, see [Code of Conduct](#).

To learn more about Diversity, Equity and Inclusion, see [Diversity, Equity and Inclusion](#).

To learn more about Safety, Health and Wellbeing, see [Safety, Health and Wellbeing](#).