



Project Coordinator

Position Detail

Reports To	Lead – Program Manager	Group	CFO, Portfolio and Program delivery
Classification	ASA 5	Location	Melbourne & Brisbane
Reports – Direct Total	None		

Organisational Environment

Airservices is a government owned organisation providing safe, secure, efficient and environmentally responsible services to the aviation industry.

Each year we manage over four million aircraft movements carrying more than 156 million passengers, and provide air navigation services across 11 per cent of the world's airspace.

Airservices has two major operating centres in Melbourne and Brisbane and a corporate office in Canberra. We operate 29 air traffic towers at international and regional airports, and provide aviation rescue firefighting services at 26 Australian airports.

We are committed to continuing to improve our business by providing our customers with services they value, and embedding new ways of working and technology investments to further innovate and optimise.

Primary Purpose of Position

As **Project Coordinator** you will coordinate and arrange project activities and resources in conjunction with the project manager and support the development of projects or a set of related projects and activities in order to deliver outcomes and enable benefits related to the organisation's strategic objectives.

Accountabilities and Responsibilities

Position Specific

- Assist and support the project manager in delivery of project milestones and requirements
- Deliver assigned projects or project tasks within scope, schedule and budget
- Define project resourcing requirements and support the application of resources to deliver project scope
- Monitor, adjust and report on progress in delivering required scope
- Ensure all organisational governance requirements, management policies and standards are adhered to in the execution of the project

People

- Maintain an effective working relationship with team members, stakeholders and other Airservices staff to ensure that there is effective coordination of all activities in support of organisational objectives.
- Contribute towards team goals and initiatives and communicate effectively

Compliance, Systems and Reporting

- Adhere to enterprise governance systems and policies, including finance, safety, environmental, WHS, risk and compliance

Safety

- Discharge safety accountabilities as per current relevant procedures
- Demonstrate safety behaviours consistent with enterprise strategies and deliver projects in accordance with WHS accountability requirements.

Key Performance Indicators

Efficient, Effective and Accountable

- Deliver project or project tasks within approved schedule
- Builds and maintains effective working relationships
- Takes responsibility for actions and outcomes

Commercial

- Deliver project or project tasks within approved budget
- Determine and adhere to Airservices procurement guidelines and procedures

Safety

- Compliance with regulatory, safety, risk, environmental and any other applicable standards

Key Relationships

- Project Manager - Provide timely and detailed updates on progress of project priorities, issues and risks.
- Program Manager – Provide timely and detailed updates on progress of project or program conflicting priorities, issues and risks.
- Enterprise Project Management Office or equivalent - Contribute towards program management improvement initiatives and engagement of Project resources
- Schedulers – Contribute to the development and refinement of the project schedule
- Internal stakeholders and resources – Information sharing with stakeholders and coordination of project assigned resources during the various phases of the project.
- External vendors and stakeholders – Procurement and contract management activities for the purpose of acquiring goods and services for the delivery of projects

Skills, Competencies and Qualifications

- Project management qualifications and/or relevant experience
- Demonstrated project co-ordination skills and experience
- Ability to work effectively under limited supervision and manage competing priorities and timeframes

- Demonstrated high level interpersonal skills, including negotiation and conflict management skills
- High level decision making, problem solving and research skills to produce workable solutions
- Demonstrated ability to establish and maintain relationships to facilitate partnerships and cooperation
- Highly developed written and verbal communication skills
- Experience using Project Server, Microsoft Project and/or equivalent tools

Performance Standards and Behaviours

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet our Code of Conduct. This includes:

- Treating everyone with dignity, respect and courtesy
- Acting with honesty and integrity
- Acting ethically and with care and diligence
- Complying with all Airservices' policies and procedures, and applicable Australian laws
- Disclosing and taking reasonable steps to avoid any actual, potential or perceived conflict of interest
- Behaving in a way that upholds our vision, mission and values, and promotes the good reputation of Airservices.