

**Project Coordinator**

**Technology Implementation**

**OneSKY Australia Program**

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| **Position Detail** |  |  |  |
| **Reports To** | INTAS Tranche 3 Project Manager | **Group** | OneSKY Australia Program |
| **Budget Accountability** | N/A | **Location** | Canberra |
| **Delegations:*** **Administrative**
* **Financial**
 | Nil | **Reports:*** **Direct**
* **Total**
 | Nil |

**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 90 million passengers, and provide air navigation services across eleven 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 control towers at international and regional airports, and provide aviation rescue fire-fighting services at 26 Australian airports.

**Primary Purpose of Position**

The OneSKY Australia Program is responsible for the planning, development and implementation of Airservices next generation services including the future civil-military air traffic management system (CMATS) through the Program – a joint activity with the Department of Defence.

The Project Officer - Integration, will work as part of a joint team combining Airservices and Department of Defence personnel. You will provide coordination support and assistance to the INTAS Tranche 3 Project Manager for the planning and execution of multiple integration projects as part of the OneSKY Program.

You will form an integral part of the OneSKY Australia Program team; be high-performing and accountable; and continue to deliver Airservices record of safety, environmental, WHS, risk and compliance excellence.

**Accountabilities and Responsibilities**

# Position Specific

* Allocate tasks to project team members and monitor progress to plan
* Review and check project budget expenditure and assist with establishment of financial forecasts and reporting
* Assist with the creation and ongoing update of project schedules
* Assist with procurement activities and the management of contracts
* Organise meetings, record meeting minutes and track actions
* Assist with the creation of project documentation
* Maintain detailed records to manage project data, including various information registers and tracking of project documentation
* Conduct communication activities, including verbal and written reports and updates to project team members and stakeholders
* Manage assigned portions of project work, as directed
* Provide direction to interdependent projects across the Technology Integration Program as directed by the Technology Integration Manager

# People

* Assist in the development of a high-performance team with an emphasis on creating an accountable performance culture
* Maintain high-quality and productive relationship with Airservices leadership and Defence counterparts to ensure effective co-ordination of all activities in support of organisational objectives

# Commercial

* Support the Integration team to meet its legal and commercial obligations for the branch
* Participate in the financial management activities of the Integration team to supprot value for money outcomes.

# Systems and Reporting Compliance, Reporting

* Drive implementation of enterprise governance systems and policies, including safety, environmental, WHS, risk and compliance.

# Safety

* Demonstrate safety and behaviours consistent with enterprise strategies, and in accordance with work health and safety accountability requirements.

**Key Performance Indicators**

# Efficient, Effective and Accountable

* Builds and maintains effective working relationships
* Positive support to team communications and resolving ambiguity
* Takes responsibility for actions, outcomes and people

# Commercial

* Supporting Integration Project budget and performance targets
* Support to value for money outcomes for commercial, legal and financial decisions

# People

* Engagement feedback demonstrating positive trends
* Engaging in Training and development, supporting capability improvements for team members

# Safety

* Compliance with regulatory standards, safety, risk, environmental and any other standards.

**Key Relationships**

# As a Project Officer - Integration

* Project Managers, Technology Implementation
* Technology Implementation Manager
* Project Management Office
* The OneSKY Leadership Team

# As part of the OneSKY Australia Program

* OneSKY teammates
* OneSKY stakeholders

**Skills and Competencies**

* Demonstrated experience as a Project Coordinator or Project Officer within a dynamic project team environment with a focus on successful outcomes, with a tertiary qualification in Project Management being desirable
* Ability to clearly articulate project progress, risks, issues and outcomes in support of executive and board updates, as well as engagement with other governance and oversight functions
* Experience in vendor and contract management
* Strong written skills with experience writing project related material (memo, reporting, one page briefs)
* Ability to problem solve, drawing on prior experience and utilising initiative
* Experience in Government technology or aviation projects desirable
* Demonstrated stakeholder management and influencing skills
* Ability to work effectively in a matrixed organisation, drawing on other program capabilities (e.g. program assurance, transition planning and logistics)

**Security Clearance**

* Ability to obtain and maintain an Australian Government Baseline Security Clearance

**Performance Standards and Behaviours**

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet Airservices Code of Conduct, as well as lead, coach and develop others in relation to the same. 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.