

Position Description

Role title	Project Coordinator (Works Program)	Last reviewed	1/04/2024
Division	People and Transformation	Team	People and Capability
Reports to	Works Program Manager	Classification	ASO5
Direct reports	Nil		

Role Purpose

Develop and coordinate the delivery of economic development programs, fostering social inclusion, to provide the community with opportunities to engage with Renewal SA.

Key Accountabilities

- Manage relationships, collaboration and engagement with stakeholders, including candidates, referral agencies, and contractors, to identify and grow opportunities.
- Provide monthly reporting and extensive tracking of activities, outcomes, and issues to enable sound project and risk management, and facilitate decision making.
- Monitor, maintain and manage the schedule of project deliverables and budgets, including candidate referrals and registration, to continuously identify improvement opportunities.
- Support external project managers with advice and guidance on workforce issues and oversee recruitment and selection processes to drive program outcomes.
- Undertake administrative tasks, including system and Excel tracking, insurance management, and meeting external funding requirements to support the growth and success of program initiatives.
- Other duties as required.

Key Relationships

Internal	
Who	Why
Manager	Receive guidance and instruction, seek clarification and advice, and report on progress against work plans.
Work Team	Participate in meetings, share information, and provide input on issues. Support team members and work collaboratively to contribute to achieving team outcomes.
Internal Stakeholders	Respond to queries, exchange information, and work collaboratively to resolve issues.
External	
Who	Why
Other Government Agencies	Establish networks and collaborative relationships across SA Government to share ideas and learnings and develop common responses to emerging issues.

External Stakeholders	Engage with relevant stakeholders to facilitate communication, provide expert advice, gather, and exchange relevant information.
Vendors/Suppliers/Consultants	Manage contracts for quality, on-time service delivery, compliance, and performance targets.

Key Challenges

- Managing multiple tasks, projects, and deadlines while resolving issues in a complex and sensitive stakeholder environment.
- Building commitment from contractors to support community initiatives and recruit diverse candidates in the context of economic constraints.
- Building and maintaining a diverse and suitable candidate pool by actively sourcing and recruiting candidates in an economy characterised by low unemployment.

Qualifications and Technical Requirements

- Qualifications in Project Management, Business Development, Stakeholder Engagement or a related discipline will be highly regarded.

Special Conditions

- Out of hours work may be required.
- Inter/intrastate travel may be required.
- The incumbent must meet the WHS responsibilities and accountabilities as set out in the Renewal SA WHS Policy commensurate with their role. This includes ensuring that any work undertaken by or on the behalf of Renewal SA, is undertaken in accordance with the WHS Act 2012, Regulations, Codes of Practice, and internal Specifications.
- The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with the State Records Act 1997
- The role is deemed a 'Position of Trust' pursuant to the standards required in the Australian Government Protective Security Policy Framework
- A current satisfactory National Police Clearance is required and renewed as per Renewal SA's policy.

Key Capabilities

The [Renewal SA Capability Framework](#) integrates the Renewal SA Strategic Plan and the South Australian Public Sector Values to define the capabilities we need to operate effectively. Our Framework is led by four principles that are critical themes and considerations that ensure safety, personal leadership, best practice, and our communities are at the forefront as we apply our capabilities.

All the capabilities within the Renewal SA Capability Framework are relevant for all employees. The below outlined capabilities are specifically needed to successfully perform the role.

Capability Group	Capability	Level	Behaviours
Culture and Collaboration	Build relationships	Intermediate	<ul style="list-style-type: none"> • Communicate authentically and openly with your teams and provide honest constructive feedback.

			<ul style="list-style-type: none"> • Try to see others point of view and relate to and understand their perspective. • Plan and structure interactions with others to focus them on achieving the purpose. • Create opportunities for your teams and others to contribute and iterate on ideas and feedback.
Strategy and Growth	See the big picture	Intermediate	<ul style="list-style-type: none"> • Show knowledge of and participation in Renewal SA's strategic planning cycle and its inputs. • Understand the interfaces, dependencies and impacts across Renewal SA from different courses of action. • Consider future aims and goals of the team and Renewal SA in prioritising and delivering work. • Identify dependencies between roles and teams across the organisation to manage risks.
Innovation and Agility	Be flexible	Intermediate	<ul style="list-style-type: none"> • Show understanding for changing priorities and rapidly adjust workload accordingly. • Respond to changes in work environment with understanding of the new skills required and how to develop them. • Be comfortable working in new ways and adapting to changing organisational systems and processes. • Be comfortable working with new people, including those from outside of Renewal SA.
Solutions Focused	Apply business and commercial acumen	Intermediate	<ul style="list-style-type: none"> • Evaluate the costs involved and financial impacts of decisions and courses of action. • Build relationships with key roles and decisions makers for the support services across Renewal SA. • Utilise experience and knowledge of business and corporate operations to improve efficiency and effectiveness. • Follow Renewal SA contracting policies through negotiation and contract management.

Delegate		Role occupant	
This position profile accurately outlines the expectations of the role.	<input type="checkbox"/>	I have read and understood the role and expectations of me.	<input type="checkbox"/>
Name		Name	
Title		Signature	
Signature			
Date	Click to enter a date.	Date	Click to enter a date.