

Position Description

Role title	Project Coordinator	Last reviewed	1/05/2024
Division	Property and Major Projects	Team	Varies
Reports to	Varies	Classification	ASO5
Direct reports	Nil		

Role Purpose

Provide administrative, client liaison and executive assistance services to support project teams.

Key Accountabilities

- Coordinate project information, preparing documents for a diverse range of stakeholders and ensuring content alignment with project objectives, to foster stakeholder engagement and to inform decision-making and reporting.
- Support project managers with procurement, design, construction, and asset management as well as safety coordination activities, ensuring alignment with project goals.
- Maintain robust systems and databases, ensuring accuracy of information, to facilitate decision-making, efficient operations, and stakeholder management.
- Support project managers with procurement, asset management, and safety coordination activities, ensuring alignment with project goals.
- Contribute to reporting, generating comprehensive monthly reports for strategic decision-making, performance evaluation, and project monitoring.
- Coordinate the implementation of the project management framework and risk management across projects to support risk mitigation.
- Build relationships with stakeholders, fostering collaboration and engagement to support project success.
- Identify improvement opportunities and recommend processes to enhance project efficiency.
- 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

- Resolving issues and relaying information to stakeholders in the absence of established processes.
- Adapting to constant changes, including systems and work processes, while continuing to comply with established policies and project requirements.

Qualifications and Technical Requirements

- A qualification in a relevant area, including project management, business support or administrative services will be beneficial.

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	Communicate effectively	Intermediate	<ul style="list-style-type: none"> • Use concise language to target messages and avoid overwhelming audiences. • Structure communications to deliver the purpose with impact, using facts or insights, as necessary. • Adjust communications according to the audience to find the right channels to maximise reach. • Understand and apply better ways to use inclusive language and communicate in the voice of Renewal SA.

Strategy and Growth	Lead yourself	Intermediate	<ul style="list-style-type: none"> • Provide others with encouragement and support where challenges or issues are impacting their motivation. • Demonstrate application of new skills or knowledge in advancing the efficiency or effectiveness of your work. • Exceed quality expectations through your actions and in your outputs in a timely manner. • Recognise broader compliance obligations and expectations of Renewal SA and help others to maintain their compliance.
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	Prioritise and plan	Intermediate	<ul style="list-style-type: none"> • Demonstrate detailed understanding of the activities and actions required to achieve the objectives in planning activities. • Take part in the planning of team goal setting and contribute to identifying key work activities. • Develop schedules of the work activities, sequence and timeframes to achieve your role in the plan. • Proactively prepare updates to plans or scheduling where impacts to the work activities are forecast or expected.

Technical Capability	Project Enablement	Foundational	<ul style="list-style-type: none"> Provides project coordination support, contributing to project outcomes and enablement activities. Plans and delivers in line with agreed project milestones and timeframes throughout the project lifecycle. Performs base level research and analysis to inform and support the achievement of project outcomes Contributes to reviews of progress, outcomes and future improvements, collaborating with other project team members to ensure project success.
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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.