

## Position Description



### Project Coordinator

<b>Overview</b>	
Position title	Project Coordinator
Location	Albany WA
Remuneration	South Coast NRM Level 3.4-5.2, annual gross salary \$85,081-\$100,624 plus superannuation pro-rata
Team	Operations
Approval	Chief Executive Officer 14 <sup>th</sup> November 2023

<b>Relationships</b>	
Reports to	Executive Manager Operations
Direct reports	Nil
Internal	Operations team, Business Services team, Senior Leadership Team
External	Delivery partners, funding partners, First Nations community and organisations, general public, committee and community members contributing to South Coast NRM

#### Position summary and purpose

The Project Coordinator will provide project management leadership, duties and capacity for South Coast NRM to deliver outcomes for allocated projects, on time and to budget. This position is responsible for using an autonomous, solutions-focused approach to contribute to the organisation's Strategic Plan.

#### Key responsibilities and duties

1. Financial management responsibility for projects – projects to be completed on time and to budget.
2. Project management responsibility for projects in accordance with internal project management processes and project head agreement/s – effective delivery of project's activities, outputs and outcomes, including procurement, effective management of sub-contracts and project monitoring and evaluation.
3. Project reporting responsibilities for projects – including timelines, status reports and updates on schedule, budget and project acquittals.
4. Stakeholder relationship responsibilities for projects – coordinate and liaise with key stakeholders to ensure efficient and effective project delivery and reporting.
5. Written communication responsibilities for projects – compile and submit all required documents to meet project reporting and internal reporting requirements.
6. People management responsibilities – including recruitment, supervision and monitoring of staff.
7. Analytical responsibilities for projects – troubleshoot and resolve any issues or challenges that may arise during the project lifecycle.
8. Interpersonal skills – represent South Coast NRM in liaisons with external stakeholders to foster effective communication and collaboration and work closely with internal stakeholders to ensure projects are delivered on time and to budget.
9. Develop and progress project initiatives with guidance from CEO and Executive Managers.

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10. Perform other duties as directed by the CEO and Executive Managers.

### Requirements for success in this role – selection criteria

<b>Skills, knowledge, experience, qualifications and/or training</b>	
Essential	Demonstrated project financial management skills and experience
	Demonstrated project management skills and experience
	Proven interpersonal skills to develop and maintain relationships with key stakeholders
	Strong communication skills, both written and oral communications
	Teamwork skills and experience, with a proven track record of working as part of a team
	High level time management skills, with ability to work to deadlines and manage competing demands
	Advanced computer skills including Microsoft office (SharePoint, Word, Excel, Teams)
	Relevant tertiary qualification or extensive equivalent experience in appropriate discipline
	Good people management skills, with the ability to supervise and manage staff
	Possession of C class driver's license
Desirable	Experience working with First Nations communities and/or organisations
	Good understanding of work health and safety
	Demonstrated experience in volunteer engagement and management
	Demonstrated experience in event coordination

### Policies, workplace practices and conditions

The occupant of this role will comply with and demonstrate a positive commitment to all South Coast NRM values, policies, procedures, and workplace practices.

South Coast NRM staff will ensure compliance with all relevant work health and safety and wellbeing legislation and regulations, and the organisation's policies, procedures, and safe work practices, for the safety of themselves and others.

This position has the potential for some periods away from home and during peak work periods, work outside of normal hours may be required.

<b>Acceptance of responsibilities and expectations of the position</b>			
<b>Employee</b>		<b>Manager</b>	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	