Project Coordinator
POSITION PROFILE

PART A: POSITION DESCRIPTION

Position Title:	**Project Coordinator**	***Location:***	**Chatswood**
Group:	**Education Property**	***Reports to:***	**PMO Manager, Shared Services**
Industrial Award Coverage	**Non-award**	***Classification Level***	**Not applicable**

Organisation Purpose

A different brilliant ® - Understanding, engaging and celebrating the strengths, interests and aspirations of people on the autism spectrum.

Vision	Mission	Values
The best opportunities for people on the autism spectrum	We work with people of all ages on the autism spectrum, delivering evidence-informed solutions that are person-centred, family-focused & customer-driven	We are passionate about people, about being positive and about what's possible

Position Purpose

To ensure the successful delivery of minor projects across capital expenditure projects.

Outcomes

Key Results Area:	Requirements & Expectations	Success Indicators
Project delivery	• Manage and deliver minor projects including developing and monitoring project plans and coordinating external resources to ensure successful project milestones are met • Prepare a range of project-related documents including status updates, reports, budgets and discussion papers (as needed) • Ability to work autonomously • Project controls are established and monitored to deliver projects within quality, time and cost constraints • Project issues and risks are identified, recorded and monitored across projects	• Minor projects delivered on time, scope and budget • Project approvals and documents are in place • Project issues/risks are adequately mitigated and monitored
Financial management	• Develop and monitor project budgets	• Financial oversight on projects • Projects delivered within approved budgets
Stakeholder engagement	• Liaise and work across Aspect to ensure effective interface between key stakeholders (Property, Education and Finance) and the project delivery process • Engage and manage external consultants as needed across projects	• Successful stakeholder management across business units • A strong network of consultants to assist with delivery
Safeguarding the people we support	Aspect is committed to providing an environment free from abuse, neglect and exploitation of the people we support. Staff are expected to: • Follow safeguarding guidelines as outlined in Aspects Safeguarding the People We Support policy and Code of Conduct. • Complete mandatory Code of Conduct training and implement into day to day operations and practice • Be vigilant and maintain a heightened sensitivity to recognising signs of abuse, neglect or exploitation and escalate/report those signs/concerns • Escalate/report other staff practices which deviate from policy/procedure	• Demonstrated evidence that Aspect's values and Code of Conduct are understood and practised in all aspects of work • Completion of Code of Conduct on-line training
Work, Health and Safety	It is a requirement for all staff to: • Take reasonable care for their own health and safety	• Work, Health & Safety matters are included as part of regular meetings

	• Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with legislative requirements • Report unsafe conditions or practices, and make suggestions to their manager on improving work, health & safety at Aspect. • Exercise duty of care in the health, safety and welfare of students and participants and ensure they are treated with dignity and respect • Participate in the staff consultation process about work health & safety matters	• Identified hazards, issues or risks are evaluated and appropriate management controls are adhered to

PART B: POSITION CRITERIA

Capabilities	**Collaboration**	Working effectively with others in Aspect (outside the line of authority) such as peers to accomplish Aspect and business unit goals and to identify and resolve problems.
	Teamwork (Co-operation)	Active participation in and facilitation of team effectiveness; taking actions that demonstrate consideration of the feelings and needs of others and being aware of the effects of your behaviour on others.
	Planning and Organising	Establishing a course of action for self and/or others to accomplish a specific goal; planning appropriate allocation of resources.
	Communication	Effectively communicate with all key stakeholders both internally and externally
Knowledge & Experience	• Demonstrated ability to manage multiple tasks and deliver outputs within specified time frames • Demonstrated ability to deliver projects end-to-end • Demonstrated ability to plan and organise own work in an effective and efficient manner • Demonstrated ability to work collaboratively and as part of a team • Sound analytical skills and demonstrated ability to assess, evaluate and solve problems • Excellent interpersonal skills and ability to communicate effectively both verbally and in writing • Sound skills in excel	
Job requirements (essential)	• National Police Check (NPC) appropriately cleared • Working with Children Check or equivalent state clearance •	
Job requirements (desirable)	• Experience working with project management methodologies	

PART C: APPROVED BY

Position Approved by: Chief Operating Officer (Date) 4 May 2022