

Role Description

Project Coordinator



Title	Project Coordinator
Classification/Grade/Band	Band 2 Level 3
Group/Unit/Section	Information Management and Technology / Chief Technology Officer / Project Services
Reports to	Section Manager Project Services

Vision

A vibrant and sustainable Central Coast.

Purpose

To provide valuable services that strengthens and supports the Central Coast Community.

Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the role of Project Coordinator is responsible for assisting Project Teams with the development and implementation of projects, including project plans, policies and solutions and contributes to issue resolution and escalation, research, analysis activities and planning and monitoring activities. Critical to the success of this role will also be providing advice and guidance on the use of project management tools and corporate standards, so a demonstrated understanding of project management methodologies and software lifecycles is required.

The Project Coordinator is required to provide quality customer service and creating value for the community.



Key Duties and Responsibilities

- Monitor, track and report on the status of IM&T project deliverables to ensure time, cost and quality metrics are in line with approved project plans for assigned projects;
- Maintain register of compliance with endorsed project management methodology, ITIL change management processes and other relevant organisational policies for audit purposes;
- Contribute to the development and management of IM&T project plans under the guidance of a Project Manager to develop future capability;
- Contribute to the preparation and maintenance of project budgets, implementation and monitoring of project expenditure;
- Research and analyse viable options for project deliverables to guide optimal decision making;
- Contribute to the planning and execution of Project Services to ensure projects run by section resources are adhering to the IM&T project management framework;
- Ensure project governance requirements, such as scheduling, estimating, planning and risk management are undertaken in a timely and compliant manner with the appropriate software and tools, and in accordance with the defined project methodology;
- Provide periodic status updates to stakeholders on project delivery and timeframes;
- Work to overcome various project delivery and design challenges including the development of solutions while critically interpreting information and evaluating recommendations;
- Provide Project Coordination support to ensure any developmental work is underpinned with the appropriate project disciplines, risk management and financial input;
- Perform any other duties, tasks or projects as required by the project team.

Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the responsibilities, authorities and accountabilities of the role;



- The Project Coordinator may work away from Council premises and is required to make autonomous decisions usually influenced only by Council policy, the situation and relevant legislative framework. Independent action is required;
- Decisions affect the work and activities of others within the section or from a specific project team;
- The work of the Project Coordinator influences the community within a specified service line through the application of technical skill or application of regulatory requirements;
- The Project Coordinator complies with operational requirements in cooperation with or under the supervision of other employees. Other employees or members of the public may be affected by the employee's acts or omissions;
- Identifies requirements as an input to budget development;
- Monitor budgetary spending within work area, against pre-determined targets. Weigh up options on a cost basis in order to make recommendations and continuously look for greater efficiency within work area.

Personal Attributes

- Give frank and honest feedback/advice and seek to listen and understand when ideas are challenged;
- Represent the organisation honestly, ethically and professionally and encourage others to do so;
- Demonstrate a high level of personal motivation, take opportunities to learn new skills, develop strengths and examine and reflect on own performance;
- Support initiatives that create an environment where diversity is valued.

Interpersonal Skills

- Write fluently in a range of styles and formats and tailor communication to the audience;
- Identify customer service needs, understand customer perspectives and implement responsive solutions;
- Build cooperation and overcome barriers to information sharing and communication across teams/units;



- Lead and facilitate productive discussions with staff and stakeholders, encouraging others to talk, share and debate ideas.

Business Enablers and Technical Skills

- Provide guidance, coaching and engage staff in change process and recognise cultural barriers that undermine change;
- Use expertise and seek others assistance to achieve work outcomes;
- Ensure current work plans and activities support and are consistent with organisational change initiatives;
- Research and analyse information, identify interrelationships and make recommendations based on relevant evidence;
- Ensure that actions of self and others are focused on achieving organisational outcomes;
- Take account of financial implications and return on investment when planning financial transactions;
- Support compliance with records, information and knowledge management requirements of the organization;
- Be aware of procurement and contract management risks and actions to mitigate these;
- Evaluate progress and identify improvements for future projects.

Team Work

- Ensure team objectives achieve business outcomes that align with organisational policies;
- Plan and monitor resource allocation effectively to achieve team objectives.

QUALIFICATIONS

Essential

- Certificate IV qualification in Project Management or related field OR demonstrated solid contemporary experience in IT Project Coordination, combined with ongoing professional development.



Desirable

- Project Management certification such as PRINCE2, PMP, PMBOK or an equivalent project methodology.

EXPERIENCE

- Demonstrated experience in IT Project Coordinator and IT Program Management role;
- Proven ability to produce high quality project deliverables, for example plans, budgets, schedules, risk management;
- Demonstrated experience using a Portfolio and Project Management system – for example, Microsoft Project, SAP, Primavera and Smartsheet;
- Demonstrated experience in effectively coordinating a team of project resources;
- Strong relationship development skills and ability to build a strong, collaborative relationship with the Program, Project and third party teams;
- Demonstrated experience in applying proven written and verbal communication, analytical and problem-solving skills to ensure that deliverables meet specifications.

Key Relationships

Internal	External
CEO	IT Vendors and Partners
Executive Leadership Team	Professional/ Industry associations including Unions
Unit Managers/ ELT	Consultants, Solicitors and other professionals
Section Managers/ Team Leaders	State and Federal Government Agencies
Other Council Employees (not including direct reports)	

