

## Position Description

<b>Position Title:</b>	<b>Program Delivery Coordinator</b>
<b>Directorate:</b>	Infrastructure & Property
<b>Reports to:</b>	Program & Project Services Manager
<b>Direct reports:</b>	5 Direct Reports
<b>Salary Point:</b>	18
<b>Work location:</b>	City Administration Centre, 12 Stewart Avenue
<b>Date revised:</b>	February 2020

### What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of **creating a smart, liveable and sustainable global city**. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisations values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

### What's it like working in Assets & Projects?

We are a large and diverse team of over 80 staff that deliver and manage fit for purpose infrastructure for the City of Newcastle. Our assets exist to support services and deliver community and City outcomes. We provide specialist asset strategy, planning and advice, and program and project delivery within the City. Assets and Projects deliver core infrastructure services for Roads, Environment and Stormwater, and support other Service Unit's delivery of capital works programs. We are a fun and hardworking team that strive to achieve the best results for our community.

### What's the focus of this position?

This role is responsible for overseeing the day to day running of the Program Delivery team, which consists of 4 Program Managers. As the leader of the team, this role will provide direction, instruction and guidance to empower and facilitate achievement of recognised goals, programs outcomes and benefits. With a strategic asset management focus, it will ensure program directions are in continual alignment to ensure that benefits are delivered, and organisational goals and strategic objectives are met.



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**What you'll be doing:**

- Providing professional advice for the successful portfolio management and delivery of programs and program management services.
- Coordinating, monitoring and reporting on program of works for the delivery of infrastructure renewal and capital projects in following program streams; Stormwater and Environment, Roads and Transport, Priority Projects (City Centre and Coastal revitalisation) and Citywide initiatives.
- Fostering ownership and accountability, reconciling cross project and multi-disciplinary objectives and encouraging collaboration with all stakeholders including clients, Asset owners and teams within the Program & Project Services Service Element to identify priorities, effective service delivery and manage competing program priorities.
- Overseeing and managing program risks and opportunities, program financials, change governance and intended program benefits.
- Ensuring targets and processes are in place to facilitate an effective, transparent framework that ensures the successful delivery of asset management program streams.
- HR activities for the team including recruitment, training, performance management and annual performance development plans, with the assistance of People & Culture when necessary.
- Fostering and contributing to a team environment that creates a culture of safety, innovation and continuous improvement.
- You will be required to carry out other duties that are within the limits of your skills, competence, training and/or experience as directed by your Manager.

**The essentials you'll need:**

- Degree in Engineering with Project Management training or qualifications, or a combination of relevant training / experience in an asset or built environment to meet the requirements of the role.
- Substantial experience in the delivery performance monitoring and reporting, risk management, change management and quality governance of a program of works.
- Demonstrated experience and ability to lead, coach and support staff to achieve work targets and objectives, effectively and efficiently.
- High level written and verbal communication skills with demonstrated experience writing reports, developing and maintaining budgets, presenting and influencing outcomes.
- Advanced computer skills, with a demonstrated understanding of Program and Project management and estimating systems.
- Experience interpreting and applying legislation in relation to infrastructure.
- Experience delivering business improvements at the Portfolio, Program and Project level for the scoping, delivery, capacity planning and benefits management of programs and projects.



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**Other valuable skills you may have:**

- Experience developing capital works programs that provide a balance between servicing needs and financial constraints.
- Experience working within an Asset Management environment.
- Experience creating documentation and applying for Federal and State grants for major infrastructure projects.
- Proven experience coordinating and administering tender / contract documentation, for the on-ground delivery of major capital and renewal infrastructure projects.

**We'll encourage you along the way**

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

*I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.*

<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	



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