

<b>Position Title</b>	Project Coordinator – Capital and Minor Works
<b>Portfolio</b>	Corporate Services
<b>Division</b>	Corporate Services
<b>Department/Cost Centre</b>	Corporate Services - 05001
<b>Classification</b>	Specialist Staff Level 8
<b>Position Number/s</b>	102506
<b>Reporting to</b>	Manager - Capital and Minor Works
<b>Supervises</b>	Project Officer's

## Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

To better meet the demands of the fast paced world of 21st Century business, our courses are designed by industry and taught by professionals.

With over 150 courses on offer, we are well suited to provide quality hands-on training across the major business sectors. Plus, our teachers, training facilities, support services and direct links with industry are second to none.

Our campuses are located throughout the southwest Victoria region, including Warrnambool, Hamilton, Portland, Colac and Sherwood Park with a further delivery site at Glenormiston.

Our **Ambition** is to provide future focused education that creates a lifetime of opportunity and employability.

Our **Purpose** is to deliver a modern and fresh approach to helping generations develop the skills they need for the futures they aspire to.

Our **Values** are:

- **Integrity & Impartiality** - We are transparent and ethical in all that we do, every day
- **Respect & Human Rights** - We demonstrate trust, understanding and embrace diversity
- **Leadership** - We will be forward thinking, collaborative and inspirational
- **Accountability** - We take ownership of our actions and deliver on our promises
- **Responsiveness** - We will deliver and respond with care.

## Division Overview

The Institute has three main campuses spread across the southwest Victoria region at Hamilton, Portland and Warrnambool and further delivery sites in Colac, and Glenormiston. The Warrnambool Campus is the administrative base, and the largest campus of the Institute. It is complemented by a training facility east of the city at Sherwood Park (adjacent to Deakin University – Warrnambool campus).

The division has staff based at Warrnambool, Portland, Hamilton, and Colac; however, the division regularly conducts programs in other regions and may include international sites.

## Position Overview (Your Opportunity)

This is an integral position delivering Projects at the South West TAFE. The role is to provide leadership in Project Management. The position will also be responsible for delivery and management of projects in accordance with the project management governance framework, ensuring adherence with relevant legislation, building requirements and Victorian government requirements.

As the facilities age and services expand, assets, infrastructure and support systems require upgrading or replacement. The lifecycle budget is increasing which requires several assets to be replaced and upgraded over the next five years. As a result, the overall project activity is significantly increasing to meet the contractual requirements of the funding bodies.

The Corporate Services team is accountable for ensuring best practice is in place for all projects, this includes the: Initiation: Identifying stakeholders and developing the initial project scope, Detailed Planning: Aligning the resources and people for the project. Here, the scope, timelines, objectives, resources, risks and actions are fully defined, Execution & Monitoring: Keeping the project within the limitations of scope, cost, time & performance and Completion: Finalising a project to capture and communicate learning's/evaluate performance

As a member of a team you will be involved in ensuring projects are a key mechanism for delivering strategic outcomes which are not part of "business-as-usual".

## Key Accountabilities

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All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation,

These accountabilities include but are not limited to:

### **Your Position**

- Designs and implements new or cutting-edge programs and processes, and develops new insights into situations, applying innovative solutions to make improvements in the work area.
- Manage and develop projects in accordance with the project management framework
- Ensure all projects and managed into the project management framework
- Developing, and implementing templates, tools, and guidelines to support processes.
- Provide training to ensure relevant staff and are familiar with the project management framework and their assigned roles and responsibilities
- Assist with business case development, analysis, and outcome measures
- Proactively manage the risk register and ensure mitigation strategies are in place and are monitored for all projects
- Provide project summary reporting (monthly)
- Oversee financial forecasting (monthly) and budgeting (annually) for projects.
- Oversee project resource planning and Projects Control Groups
- Liaise closely with the CFO to ensure acquittals are accurate and lodged on within contracted timeframes.
- May be required to work out-side of normal business hours to deliver projects in a busy operating environment
- Provide proactive leadership, support and guidance to employees within the Department.
- Uses conceptual thinking and sound analytical approaches to support decision making in the work area.
- Builds rapport and trust quickly, alters approach as the situation demands and diffuses difficult situations in a manner that puts stakeholders at ease.
- Strong demonstrated interpersonal skills including written and oral communications to a wide variety of stakeholders
- Establish new processes related to documentation where gaps are identified
- Provide documentation required for monthly and annual reporting including acquittals
- Monitor adherence to quality standards, polices, processes, systems and rectify nonadherence as appropriate
- Manage competing priorities, work to tight timelines, and multitask to meet the demands of the position
- Ensure service excellence through setting professional standards to measuring outcomes
- Represent the business appropriately in all dealings with external and internal contacts
- Maintaining a polite and considerate approach when dealing with all students, staff, customers, and community members

### **Your Organisation**

- Recognise areas in which guidance and support is required from the Manager and seek appropriate assistance
- Keep up to date with relevant industry information and best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seek to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions
- Actively participate in the organisation's Achievement Development Program (ADP)

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

## Key Selection Criteria (Key to Success)

Successful candidate will demonstrate the best combination of the following characteristics;

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- Proven experience in the creation of effective structures to manage stakeholders, negotiating with and influencing diverse stakeholder groups on highly complex issues in order to secure long-term gains for the organisation and/or stakeholders.
- Proven ability to address complex organisational problems, developing strategic approaches and responses and consulting widely to broker solutions and encourage joint ownership.
- Proven ability to undertake strategic, business and major project planning; determining approaches to be taken and evaluating to ensure achievement of business objectives.
- Experience in leading and managing large scale projects; including the development of new project initiatives, addressing issues strategically and delegating effectively to ensure project success.
- Demonstrated experience in the development of business plans, policy framework, program development documents, and briefs on highly complex issues for senior management, demonstrating a high level of knowledge and expertise in the program area and providing expert analysis.
- Seeks information necessary to solve work problems as and when they arise
- Flexibility in a changing environment & maintaining a detail focus
- A team player who achieves goals whilst utilising an organised and methodical approach to work

## Qualifications and Requirements

### Mandatory requirements

- Tertiary qualification in Civil Engineering, Project Management or related field with several years relevant experience or lesser formal qualifications with extensive experience in project management from the planning phase, delivery phase through to evaluation and monitoring.
- Employee Victorian Working with Children and satisfactory Police Check
- Current Victorian Driver's license
- Capacity to use Microsoft Office products and relevant industry software and programs

### Highly desirable requirements

- An understanding of complex funding contracts from Government Funding
- The ability to establish relationships to develop a support network for funding including philanthropic sources
- An understanding of managing complex Grants and acquittals

## Additional Information

- South West TAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply
- South West TAFE promotes the safety, wellbeing and inclusion of all children including those with a disability
- Position, requirements, classification skill level required and conditions in accordance with South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2016
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- SWTAFE may alter this Position Description if and when the need arises to best suit the operation requirements of the position.
- Any member of SWTAFE may be required to work at any site dependent upon business needs

	Authority level	Name	Date
<b>Prepared by</b>	Recruiting/Hiring Manager		
<b>Approved by</b>	Department Executive Manager		
<b>P&amp;C review</b>	People & Culture		
<b>Agreed by</b>	Incumbent		