



Position Description

1. **Title** **Project Coordinator**

2. **Department:** Office of the CEO

3. **Salary:** Level 6 (neg) Local Government Officers (WA) Award 2021

4. **Position Objectives:**
 - To undertake, the successful delivery of small to medium projects that deliver business application and/or technology solutions.
 - Design, plan and coordinate the project(s), recommend projects amendments and monitor progression of projects.
 - Deliver within schedule, budget and resource constraints.
 - Liaise effectively with all project stakeholders.

5. **Organisational Relationship**
 - 5.1 Internal
 - Responsible to the CEO

 - 5.2 External
 - Suppliers
 - Contractors

6. **Extent of Authority**
 - Works under supervision of Chief Executive Officer.

7. **Key Responsibilities & Duties**
 - Coordinate and deliver various projects, including but not limited to: server replacement, implementation of the Shire's records management system, ISDN replacement, and other hardware and software requirements.
 - Prepare and manage project budgets, and ensure the project and associated activities are consistent with budgets and resources allocated.
 - Liaise with internal and external stakeholders in the implementation of the project
 - Continuously review and manage the project and associated activities to identify and manage risk and adopt procedures as required, to ensure effectiveness and efficiency.
 - Develop project management plans and associated documents

- Coordinate project team meetings
- Facilitate relevant training activities
- Develop project communication plans and material
- Other duties as required, consistent with the level of the position.

Occupational Health & Safety		
<ul style="list-style-type: none"> • Comply with the Shire's Occupational Safety and Health Policy and Procedures and Work Injury Management Program 	<ul style="list-style-type: none"> • No. of accidents, incident and hazards reported 	<ul style="list-style-type: none"> • Tasks are carried out in a safe manner
<ul style="list-style-type: none"> • Conform with duty of care requirements, ensuring your own safety and that of others through the prevention of any adverse acts or omissions 	<ul style="list-style-type: none"> • No. of accidents, incident and hazards reported 	<ul style="list-style-type: none"> • Tasks are carried out in a safe manner
<ul style="list-style-type: none"> • Comply with safety procedures and directions agreed between management and employees 	<ul style="list-style-type: none"> • No. of accidents, incident and hazards reported 	<ul style="list-style-type: none"> • Tasks are carried out in a safe manner
<ul style="list-style-type: none"> • Not wilfully interfere with or misuse items or facilities provided in the interests on safety and health 	<ul style="list-style-type: none"> • No. of items, equipment and facilities that need replacing or fixing 	<ul style="list-style-type: none"> • Items, equipment and facilities are maintained so that they are available to be used as required
<ul style="list-style-type: none"> • Use, store and maintain items, equipment and facilities provided in the interests of safety and health in manner properly instructed 	<ul style="list-style-type: none"> • No. of items, equipment and facilities that need replacing or fixing 	<ul style="list-style-type: none"> • Items, equipment and facilities are maintained so that they are available to be used as required
<ul style="list-style-type: none"> • Report potential and actual hazards and accidents/incidents, including near misses, in accordance with Shire procedures 	<ul style="list-style-type: none"> • Timeliness • No. of accidents, incidents and hazards reported 	<ul style="list-style-type: none"> • Tasks are carried out in a safe manner • All accidents, incidents and hazards, including near misses, are reported promptly in accordance with procedures

8. Selection Criteria

Essential

- Demonstrated ability and experience in managing projects from inception to completion within agreed timeframes and budgets.
- Well-developed organisational and time management skills, with the ability to work well under pressure, and prioritise to meet critical deadlines.
- Advanced interpersonal skills including strong written and verbal communication.
- Ability to work independently and cohesively, efficiently and effectively in a team environment, with consideration, respect, honesty integrity and accountability.
- Intermediate MS Office skills.

Desirable

- Experience and/or recognised qualifications in project management in a relevant field.
- Knowledge of local government practices and procedures.

General Information

- This position description is only descriptive of the type of duties to be undertaken during the period of employment, and the employee accepts that the organisation may require the employee to carry out any duties, which are within the employee's skill and competence.