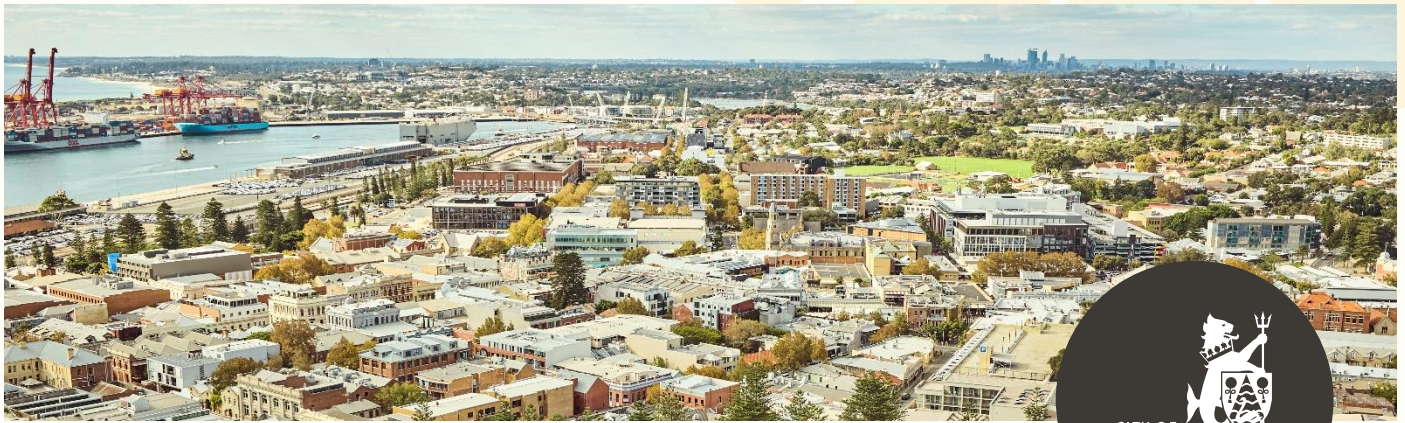




Project Portfolio Coordinator



Fixed Term (2 years) Full Time

Salary \$91,741 - \$108,179 per annum + 12% super

Benefits

- **Health and Wellbeing program**
 - **Superannuation co-contribution options for eligible employees**
 - **17.5% leave loading**
 - **Access to Fitness Passport**
-

Organisational Overview

The City of Fremantle is a vibrant and forward-thinking organisation where we believe in empowering our people to think outside the square and explore ideas that make a real difference in our community.

We care about the wellbeing of every team member, and are proud of our respectful, collaborative and fun work environment. Fremantle is a place your authentic self will always be welcome.

With flexible conditions, professional development and a strong culture of collaboration and learning, this is a great place to grow your career.

About the role

We're seeking a Project Coordination professional to support the planning, coordination and successful delivery of projects across a diverse infrastructure portfolio.

Working closely with project managers and stakeholders, you'll help keep projects on track by coordinating information, monitoring progress, facilitating project reviews and supporting forward planning activities.

This is a highly collaborative, stakeholder-facing role suited to someone who enjoys building strong working relationships, driving outcomes and ensuring tasks are seen through from initiation to completion.

Key Responsibilities

- Coordinate and maintain forward works programs, project pipelines, and planning information to support effective project delivery.
- Facilitate regular project check-ins/reviews, providing timely updates to the Infrastructure Management team.
- Leverage City systems and frameworks to monitor project progress, track key milestones, and support the effective management of timelines and budgets
- Identify and track risks, issues and changes within projects, ensuring appropriate escalation and mitigation.
- Assist project managers by promoting consistent project delivery practices, governance standards and the effective use of project management tools and templates.
- Build strong relationships across the organisation and liaise with key stakeholders to ensure project requirements are understood and maintain momentum.
- Champion continuous improvement by identifying and implementing process improvements and best practice approaches that enhance project management capability, operational efficiency and service delivery across the Directorate.

To be considered for this position, you will need

Essential

- Experience in project administration, program development and/or coordination of construction activities.
- Working knowledge of project management, including preparation, coordination and management of infrastructure projects, works programs and budget management.
- Organised and proactive working style (follow-up, action tracking, scheduling, documentation)
- Highly developed forward planning and analysis capabilities, complemented by strong critical thinking.
- Proven ability to effectively engage, advise and collaborate with internal and external stakeholders, including Management, Executive and key project partners, to support informed decision making and successful project outcomes.
- Proficiency in large enterprise IT systems and MS Office to manage project tracking, corporate records, budgets and reports,

Desirable

- Experience of working in Local Government or within an organisation with a large building/infrastructure/open space asset base.

The City of Fremantle promotes a workplace that actively seeks to include, welcome and value unique contributions of all people. The City encourages people of all ages, genders, and abilities, Aboriginal

Australians and people from culturally diverse backgrounds to apply for this job.

If you have any access needs that may require reasonable adjustments to allow you to fully participate in the application and interview process, please get in touch with the contact below. If you are an Aboriginal person or a person with a Disability who would like assistance with your application, please contact the Jobs and Skills Centre on 136464.

Application Instructions

Click Apply to be directed to our website and submit your application. Navigate to Job Attachments to view position description and Application Instructions.

Applicants should provide a current curriculum vitae and a cover letter (maximum two pages) in PDF format. The cover letter must address the selection criteria and demonstrate how your skills, experience, and capabilities make you a suitable candidate for the advertised position.

The estimated closure date **5pm on Sunday August 30** but we reserve the right to close the ad prior to this date.

To discuss this opportunity in more detail please contact **Lyndelle Perpoli on 9432 9720**.

Applicants must have the right to work in Australia.

The City of Fremantle acknowledges the Whadjuk people as the Traditional Owners of the Walyalup/Fremantle area, and we recognise their cultural and heritage beliefs are still important today.