

Position Title:	Project Coordinator		
Position Code:	P229	Evaluated:	02/07/2025
Award Classification:	Band:	3	Level: 2
Salary System Grade:	Grade:	5	Minimum Level: Entry
Approved:	Matthew Lysaught		Date: 02/07/2025

Primary Purpose of the Position

The Project Coordinator provides critical support for the delivery of Council's capital projects in organising programs, resources, contract administration, and activities efficiently and effectively by communicating and working closely with project managers and Council's assets teams including roads and drainage, property and building, and water and wastewater. The Project Coordinator will effectively consult across Council's business units including asset engineering, communications, finance, grants, and Work Health Safety teams. The role is important to ensure timely and efficient progress of construction projects from concept, design through to delivery managing associated risks.

Job Specific Key Accountabilities



The following Job Specific Key Accountabilities provide a high-level description of the outcomes that the incumbent of this position is expected to deliver. These accountabilities are outcomes focused, and should be considered alongside Council's **Our People Capability & Behaviour Framework**:

1. Coordination of multiple projects for Council's assets ensuring associated risks are mitigated through effective project coordination, scheduling of resources, contract administration, and activities including site surveillance of quality, environmental and Work Health Safety.
2. Organise and maintain the forward project delivery program for effective budget and resource planning, aligning with both internal and external expectations.
3. Manage a team to be utilised throughout the Infrastructure & Property Directorate, including the Site Surveillance Officer and Contracts Administrator.
4. Communicate and work closely with project managers for Council's infrastructure assets, colleagues, internal and external customers, and service providers. Monitor the progress of works, identify issues, and recommend solutions for resolution with respective managers and project managers.
5. Consult across Council including managing works programming conflicts between sites, allocation of resources including budgets, contract administration, grant and communications requirements, and project milestones, ensuring all stakeholders are working towards deadlines.
6. Assist with review of safety and compliance reports and allocate the Site Surveillance Officer as a resource to support project managers with work quality, environmental and Work Health Safety site inspections, including for public safety and minimising disruption. Develop and apply procedures and project templates to assist project managers in planning, programming, contract administration, site surveillance, and identification and review of non-conformance issues. Recommending and implementing continuous improvement of current systems and processes.
7. Ensure administration of the Project Control Group (PCG) meetings and related meetings and agendas, whilst monitoring and reporting on progress of project/s to all relevant stakeholders in a timely and sufficient manner.
8. Provide Council's communications teams project information to share in media releases, Council's website, and on social media promoting a positive corporate image of Council and providing a high level of customer service in dealings with the community.
9. Any other such duties that are commensurate with the employee's skill level, competency, and training.

Key Capabilities

The Muswellbrook Shire Council **Our People Capability & Behaviour Framework** applies to all Council employees. This position requires the following level of capabilities and behaviours in accordance with the Framework:



The following 3 capabilities have been selected from the Framework at the level indicated above, as **Key Capabilities** for this job. Key Capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the typical behaviours expected to be displayed in this position and should be read considered alongside the Job Specific Key Accountabilities:

Muswellbrook Shire Council Capability Framework		
Group and Capability	Capability & Behaviour Descriptors	
	Resilience: Be resilient, open to alternative views, and embrace change.	<ul style="list-style-type: none"> Embrace changing priorities and encourage new ideas and approaches Draw on a range of information, ideas and perspectives to constructively resolve challenges Actively promote change processes and participate in the communication of change initiatives across the organisation
	Effective Communication: Listen, interpret and convey information in a clear and respectful manner.	<ul style="list-style-type: none"> Pitch communication delivery to the audience and setting and clearly explain complex concepts Encourage and facilitate productive discussions with employees and stakeholders Encourage the prevention of non-productive conflict and communicate with all parties through the process of resolving the conflict
	Ethical Behaviour: Be professional, ethical, and demonstrate behaviour in line with Council's SPIRIT Values	<ul style="list-style-type: none"> Demonstrate honest, professional and ethical behaviour consistent with Council's SPIRIT Values, to set an example for others Act with integrity and professionalism within legislative and policy frameworks, and encourage others to do the same Encourage prevention and report on misconduct, illegal and inappropriate behaviour

Key Tickets, Qualifications and Other Skills

1. Tertiary qualifications and substantial relevant experience in construction / project management.
2. Strong communication skills and negotiation skills.
3. Strong organisational skills and a high level of attention to detail.
4. Ability to manage multiple projects and components with programmes and project software. (Office based).
5. General construction induction card (white card)
6. Demonstrated experience and/or capability to deliver the Job Specific Key Accountabilities (above).
7. Demonstrated Advanced key capabilities as defined in the Key Capabilities Table (above).