

## **Position Description**

### **Senior Project Coordinator**

#### **Staff Member**

<b>Position:</b>	Senior Project Coordinator
<b>Reports to:</b>	Chief Executive Officer
<b>Direct Reports:</b>	Nil

#### **POSITION OBJECTIVE:**

This role involves managing the internal aspects of a purpose-built building construction project for a not-for-profit organisation. The Senior Project Coordinator will be the key liaison between the organisation and external stakeholders, including contractors, ensuring the project meets all business requirements while aligning with the organisation's mission and values.

#### **PRINCIPAL RESPONSIBILITIES**

- 1. Project Leadership**
- 2. Governance & Compliance**
- 3. Stakeholder Management**
- 4. Risk & Documentation Management**

#### **DETAILED RESPONSIBILITIES**

##### **1. Project Leadership**

- Serve as the primary internal point of contact for all aspects of the building construction project.
- Communicate project progress, issues and decisions to the CEO and other internal and external stakeholders.
- Facilitate internal decision-making processes related to building design, functionality and operational requirements.
- Monitor project timelines, budgets and deliverables to ensure alignment with organisational needs.
- Coordinate with internal teams and external contractors to ensure that all project milestones are achieved on time and within budget. Address any delays or obstacles promptly to keep the project on track.
- Lead the planning for transition and occupation of the new building, including the development of new procedures and policies applicable to the facility.

##### **2. Governance & Compliance**

- Maintain effective project governance and controls to deliver quality outcomes, including preparing papers for the Project Control Committee.
- Ensure compliance with relevant regulations and standards for not-for-profit operations.
- Ensure project is aligned to business objectives and negotiate trade-offs between business need and project need.

##### **3. Stakeholder Management**

- Work closely with the external Project Manager to ensure business requirements are properly integrated.

- Liaison with external stakeholders including the Dept of Infrastructure and Transport and other relevant government agencies.
- Coordinate with various stakeholders to gather requirements and ensure the new facility will support all operational needs.

#### **4. Risk & Documentation Management**

- Ensure that all project activities comply with the established risk management policies and procedures.
- Identify and mitigate potential risks that could impact project success.
- Provide regular risk updates to the CEO, and other stakeholders, highlighting any new risks, changes in risk levels, and the effectiveness of mitigation efforts.
- Management of reporting requirements and conditions required by government funding agreements including monthly & quarterly reporting, completion of claim requests, submission of milestone evidence and completion reports.
- Manage internal documentation, including requirements specifications and change or variation requests.

### **PERSON SPECIFICATION**

#### **Essential**

- Bachelor's degree in business, project management, construction management or related field.
- A sound knowledge of project management principles, tools and techniques including an understanding of procurement and contract management policies, relevant legislation, procedures, principles and policies used by Government.
- 3-5 years of experience in project management.
- Understanding of building construction processes and terminology.
- Excellent verbal and written communication skills.
- Strong stakeholder management and leadership skills, demonstrating ability to maintain effective relationships.
- Experience in managing risk and maintaining risk mitigation frameworks.
- Experience working with external contractors and consultants.
- Strong organisational and documentation skills.
- Commitment to the Women's & Children's Hospital Foundation's values and a working style that reflects these and displaying a high level of maturity and ability to exercise discretion in dealing with sensitive information and maintaining confidentiality.

#### **Desirable**

- Knowledge of South Australian building regulation .
- Previous experience working in a not for profit environment.

### **OTHER DUTIES**

- Other duties as may be required from time to time to meet the objectives of the position and the organisation.
- Contribute to the preservation and protection of the WCH Foundation's corporate knowledge through accurate and effective record keeping and use of the relationship management database.
- Contribute to a safe and healthy work environment, free from discrimination and harassment by adhering to the provisions of the relevant legislative requirements including Equal Employment Opportunity and Work Health and Safety, the Code of Conduct and organisational policies.

## Position Description

### Senior Project Coordinator

- Must be prepared to attend relevant meetings with staff and educational activities as required and to participate in the appraisal process.
- Must be prepared to attend WCH Foundation Board and Committee meetings as and when required.
- Must be prepared to attend WCH Foundation events as and when required.

### SPECIAL CONDITIONS

- Some out of hour's work may be required.
- May be required to travel intra/interstate.
- Employment is dependent on consent to undergo a Working with Children Check prior to commencement and when expired.
- Employment is dependent on satisfactory National Police Check prior to commencement and every 3 years.

### PERFORMANCE & SALARY REVIEW PROCESS

Remuneration levels are based on experience and performance achieved within the salary range identified for each position. Performance will be assessed on the relative achievement of the Key Result Areas. Informal market reviews will be conducted from time to time to ensure the remuneration is competitive.

Performance reviews will be conducted annually.

### KEY PERFORMANCE INDICATORS (KPIs)

KPIs for this position are determined in consultation with the CEO as part of the annual appraisal process. The WCH Foundation supports employee participation in related education opportunities.

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Senior Project Coordinator

Date:

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Chief Executive Officer

Date: