

# Role Description

## Senior Project Coordinator

Cluster	Separate Agency
Agency	NSW Electoral Commission
Division/Branch/Unit	Corporate
Location	Level 2, 231 Elizabeth Street Sydney
Classification/Grade/Band	9/10
Date of Approval	August 2020
Agency Website	<a href="http://www.elections.nsw.gov.au">http://www.elections.nsw.gov.au</a>
Position Code	P00481

### Agency overview

The New South Wales Electoral Commission exists to deliver trusted and independent systems, processes, oversight and engagement that support democracy in New South Wales.

Our vision is to maintain confidence in the integrity of the democratic process and make it easy for people to understand and participate.

Our work includes:

- running elections;
- communicating with and engaging the public;
- providing trusted processes for political participants (including candidates, parties, donors, third-party campaigners, lobbyists and associated entities) to comply with their legal obligations, and regulating their compliance;
- supporting transparency by overseeing and publishing disclosures of political donations and expenditure and registers of political parties, candidates, agents, third-party campaigners, political lobbyists and associated entities;
- advising on and advocating for improvements to legislation; and
- investigating possible offences and enforcing electoral laws.

The NSWEC staff agency is headed by the NSW Electoral Commissioner, who also sits on the three-member NSW Electoral Commission, which enforces electoral legislation.

Our four Divisions - Elections, Funding Disclosure & Compliance and General Counsel, Information Services and Corporate - collaborate closely, to enable us to deliver end-to-end democratic processes and effective engagement with our stakeholders and audiences.

Our strong and positive working culture is reflected in our organisational behaviours - Collaborative, Customer-centred; Solution focused, Transparent and Responsive - and anchored in the NSW Public Service values of Integrity, Trust, Service and Accountability.

## Primary purpose of the role

The role provides analytical and administrative support to facilitate the planning, control, monitoring and delivery of Agency projects. The role also provides subject matter expertise on business process workflow across the division.

## Key accountabilities

- Provide a range of project management and support services, including preparation of minutes, agenda, reports and briefs, coordinating resources, maintaining project documentation and implementing and monitoring project plans, to ensure project outcomes are achieved on time, on budget, to quality standards and within agreed scope, in line with established agency project management methodology.
- Undertake research and analysis, identifying trends and preparing project briefs, to support informed decision-making and planning
- Interpret, analyse and document project controls and activities, identifying common themes and issues to support project planning, monitoring and delivery.
- Source, collate and compile data and information to identify emerging issues and track and report on project progress against established milestones and deliverables on behalf of the project team.
- Support the project manager on risks and issues to ensure completeness and compliance with the Agency's Risks and Issues Framework.
- Support the project manager on project development and delivery in line with established plans, budgets, timeframes, policy objectives and other project and priorities
- Communicate with key stakeholders and coordinate working groups, committees and consultations to facilitate exchange of information and support project completion in line with project plans

## Key challenges

- Engaging, negotiating and influencing key stakeholders with differing priorities to provide advice and information required to ensure project deliverables are met, in a time critical work environment.
- Managing consultations and negotiations with diverse stakeholders, within agreed timelines, given their varying expectations, viewpoints and interests

## Key relationships

Who	Why
<b>Internal</b>	
Project Owner and Project Manager	<ul style="list-style-type: none"><li>• Receive guidance and feedback on priorities, issues and performance in the role</li><li>• Provide suggestions and recommendations on issues, risks, priorities and results</li></ul>

Who	Why
Business Owners/Stakeholders	<ul style="list-style-type: none"> <li>Collaborate to understand requirements, deliver project analysis, seek feedback and resolve issues</li> </ul>

## Role dimensions

### Decision making

The Senior Project Coordinator is responsible for making decisions relating to the day-to-day management of their workload and project activities. Judgement and discretion is required in analysing complex data, resolving issues that arise during the process and engagement with Project Managers. Decisions are based on established frameworks including professional knowledge, procedures and guidelines. Guidance is sought from the Project Manager and Project Owner on complex or sensitive issues that are not readily resolved using existing frameworks, in situations where a whole of team approach is required or when risks have been identified.

### Reporting line

The role reports to the Project Manager and Project Owner.

### Direct reports

N/A

### Budget/Expenditure

N/A

## Essential requirements

Experience in providing project coordination support, or experience in providing administrative support for a team/function.

Knowledge of Project Management fundamentals.

Politically neutral with no affiliation to political parties or lobbyists/campaigners.





Satisfactory criminal record check result.

## Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

## Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	<b>Display Resilience and Courage</b>	<b>Adept</b>
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	<b>Communicate Effectively</b>	<b>Adept</b>
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	<b>Influence and Negotiate</b>	<b>Adept</b>
 Results	<b>Deliver Results</b>	<b>Adept</b>
	Plan and Prioritise	Intermediate
	<b>Think and Solve Problems</b>	<b>Adept</b>
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Adept
	Procurement and Contract Management	Intermediate
	<b>Project Management</b>	<b>Adept</b>

## Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Display Resilience and Courage	Adept	<ul style="list-style-type: none"> <li>• Be flexible, show initiative and respond quickly when situations change</li> <li>• Be flexible, show initiative and respond quickly when situations change</li> <li>• Give frank and honest feedback/advice</li> <li>• Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively</li> <li>• Raise and work through challenging issues and seek alternatives</li> <li>• Keep control of own emotions and stay calm under pressure and in challenging situations</li> </ul>
<b>Relationships</b> Influence and Negotiate	Adept	<ul style="list-style-type: none"> <li>• Negotiate from an informed and credible position</li> <li>• Lead and facilitate productive discussions with staff and stakeholders</li> <li>• Encourage others to talk, share and debate ideas to achieve a consensus</li> <li>• Recognise and explain the need for compromise</li> <li>• Influence others with a fair and considered approach and sound arguments</li> <li>• Show sensitivity and understanding in resolving conflicts and differences</li> <li>• Manage challenging relations with internal and external stakeholders</li> <li>• Pre-empt and minimise conflict</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>• Take responsibility for delivering on intended outcomes</li> <li>• Make sure team/unit staff understand expected goals and acknowledge success</li> <li>• Identify resource needs and ensure goals are achieved within budget and deadlines</li> <li>• Identify changed priorities and ensure allocation of resources meets new business needs</li> <li>• Ensure financial implications of changed priorities are explicit and budgeted for</li> <li>• Use own expertise and seek others' expertise to achieve work outcomes</li> </ul>
<b>Results</b> Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>• Research and analyse information, identify interrelationships and make recommendations based on relevant evidence</li> <li>• Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Business Enablers</b> Project Management	Adept	<ul style="list-style-type: none"> <li>• Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness</li> <li>• Identify and share business process improvements to enhance effectiveness</li> </ul>
		<ul style="list-style-type: none"> <li>• Prepare clear project proposals and define scope and goals in measurable terms</li> <li>• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>• Prepare accurate estimates of costs and resources required for more complex projects</li> <li>• Communicate the project strategy and its expected benefits to others</li> <li>• Monitor the completion of project milestones against goals and initiate amendments where necessary</li> <li>• Evaluate progress and identify improvements to inform future projects</li> </ul>