

Role Description

Project Coordinator

Cluster	Transport for NSW
Agency	Transport for NSW
Division/Branch/Unit	Transport Shared Services Business Operations
Location	Burwood
Classification/Grade/Band	Grade 6
Role Number	51018868
ANZSCO Code	
PCAT Code	
Date of Approval	October 2019
Agency Website	http://www.transport.nsw.gov.au/

Agency overview

Transport of NSW is the centrepiece of a reshaped transport cluster. It is responsible for setting the strategic direction and guiding an extended network of public and private service delivery agencies to deliver improved transport outcomes. Transport Shared Services provides back office transactional services to the Transport Cluster in the areas of HR, Procurement, Finance and Workplace Services.

Primary purpose of the role

The Project Coordinator is responsible for performing day to day project delivery and coordination support and administrative activities to support the delivery of Transport Shared Services' portfolio of projects. This includes developing and managing efficient project management and administrative systems and processes, quality assurance and data integrity, assistance with the development of business cases; the preparation of metric and other reports and performance of secretariat duties for governance committees.

Key accountabilities

- Provide portfolio management support including the monitoring of and reporting on project progress, as well as following up on project 'action' items and commitments, to ensure project governance committees are aware of whether Transport Shared Services projects are meeting time, cost, quality, performance and scope requirements.
- Maintain Project physical and electronic filing systems and registers, including data integrity; version and release management controls for all project templates and documents; collate and prepare reports and documentation to inform governance committees on progress, project status and content; assist with the maintenance and administration of the project management framework and related systems; monitor the project risk and issues registers for currency and accuracy and act as secretariat for project governance committees, as required.

- Maintain appropriate interaction relationships and communication with key project stakeholders to ensure timely and effective communication of issues and clear articulation of program and project objectives.
- Become a trusted partner to the business by providing advice and assistance to project managers through the development of financial models, analysis and reporting of project trends and with preparation of project documentation
- Work cooperatively and flexibly within the team, exchanging information and assisting the team to meet business outcomes.

Key challenges

- Meeting project and governance committee deadlines in line with agreed standards and timeframes
- Developing an effective network of internal and external stakeholders to support and facilitate effective program and project governance and delivery.

Key relationships

Who	Why
Internal	
Senior Manager, Business Systems	<ul style="list-style-type: none"> • Direct line manager, providing advice and reporting on project and program status and governance
Project team members	<ul style="list-style-type: none"> • Day to day interaction, information exchange and support

Role dimensions

Decision making

The position has some autonomy in coordinating and managing their work. The Project Coordinator makes decisions on matters under their direct control. The role will be required to negotiate tasks and deadlines with senior managers.

Reporting line

Senior Manager, Business Systems

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements





Appointment and ongoing employment is subject to satisfactory performance in line with agreed personal objectives and including satisfactory adherence to conduct, safety and probity requirement.

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

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	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	Manage Self	Adept
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Adept
 Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Adept
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	Adept

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
Personal Attributes	Adept	<ul style="list-style-type: none"> Look for and take advantage of opportunities to learn new skills and develop strengths

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Manage Self		<ul style="list-style-type: none"> • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate a high level of personal motivation
Relationships Influence and Negotiate	Adept	<ul style="list-style-type: none"> • Negotiate from an informed and credible position • Lead and facilitate productive discussions with staff and stakeholders • Encourage others to talk, share and debate ideas to achieve a consensus • Recognise and explain the need for compromise • Influence others with a fair and considered approach and sound arguments • Show sensitivity and understanding in resolving conflicts and differences • Manage challenging relations with internal and external stakeholders • Pre-empt and minimise conflict
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> • Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects