

Role Description

Project Coordinator



Cluster	Premier and Cabinet
Agency	Infrastructure NSW
Division/Branch/Unit	Strategy, Planning & Innovation
Classification/Grade/Band	Clerk Grade 5/6]
ANZSCO Code	531111
PCAT Code	TBC
Date of Approval	July 2021
Agency Website	www.infrastructure.nsw.gov.au

Agency overview

Infrastructure NSW provides specialist advice to the NSW Government on infrastructure investment and prioritisation. We are a NSW Government Agency, established under the Infrastructure NSW Act 2011. Infrastructure NSW's core functions include providing independent and strategic advice to ensure infrastructure investment decisions are underpinned by robust assessment and long-term planning; monitoring NSW's infrastructure program through independent reviews and expert analysis; recommending infrastructure projects to the NSW Treasurer for funding from the Restart NSW fund; and managing the procurement and delivery of nominated priority projects.

The Strategy, Planning & Innovation (SPI) team within Infrastructure NSW is currently developing the 2022 State Infrastructure Strategy.

Primary purpose of the role

The Project Coordinator provides a range of project and administrative support to the Project Director, 2022 State Infrastructure Strategy, and the broader SPI Team.

Key accountabilities

- Project and operational administrative support including coordination and scheduling of meetings, drafting meeting agendas and minutes, document management and record keeping
- Monitor the forward schedule of monthly governance meetings, and plan, prepare and communicate critical internal / external deadlines to ensure meeting papers are prepared in time
- Participate in project planning sessions and conduct tasks under the guidance of the Project Director
- Gather, collate and analyse information, prepare documentation, business cases, business reports, briefings, presentations and other documentation to support the objectives of the program/project.
- Coordinate and manage records and databases, complying with administrative systems, processes and policies to ensure that all information is accurate and accessible.
- Maintain strong working relationships with key stakeholders within the organization and across government for efficient coordination and scheduling of meetings, documentation and response to queries.

- Provide project support with procurement including setting up purchase orders for new procurements, managing invoices and payments, and ensuring adherence to the organisation’s relevant procurement policies, procedures and systems for the Division.
- Review, adapt and maintain office systems, procedures and methods to facilitate efficient team operations in line with agency standards, policies and procedures.
- In consultation with senior project team members, respond to and resolve enquiries and issues including the resolution of contractor and consultant payment
- Support positive working relationships with colleagues both within and outside Infrastructure NSW to foster good relations, information networks and a positive profile for the agencies activities.

Key challenges

- Delivering high quality, timely support services in a high-volume environment given the need to balance priorities and competing demands of the program.
- Attention to detail with formatting, dates, information, and effective verbal and written communication
- Driving and supporting the team to deliver outcomes and proactively identifying opportunities to assist the team to ensure program deadlines are met.

Key relationships

Who	Why
Internal	
Program Manager	<ul style="list-style-type: none"> • Receive broad guidance, escalate contentious issues and exchange information • Identify and escalate potential issues / risks
Project Director	<ul style="list-style-type: none"> • Develop and maintain effective working relationships
Senior Managers	<ul style="list-style-type: none"> • Develop and maintain effective working relationships and exchange information
Broader Team	<ul style="list-style-type: none"> • Provide support and assistance and collaborate to achieve unit objectives
Rest of organisation	<ul style="list-style-type: none"> • Build relationships and learn internal policies, processes and systems • Ensure relevant teams and consulted on relevant issues
External	
Other Government Departments and Agencies	<ul style="list-style-type: none"> • Coordinate and schedule meetings with multiple agencies • Collaborate and share information • Identify opportunities for process improvement
Stakeholders	<ul style="list-style-type: none"> • Establish positive working relationships to foster good relations, information networks and promote a positive profile for organisational activities
Vendors/Service Providers and Consultants	<ul style="list-style-type: none"> • Coordinate and monitor the supply of goods and services

Role dimensions

Decision making

The role exercises independent judgment on own priorities and day-to-day workload within agreed requirements discussed with the Program Manager and determines how to handle or where to refer enquiries.

The role defers to the Program Manager on issues or potential risks to the success of the project.

Reporting line

Program Manager

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Demonstrated and proven experience in providing high level and high quality support and administration within a challenging and demanding work environment.
- Strong interpersonal communication skills.
- Ability to learn new systems, policies and processes.
- Attention to detail.

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

Focus capabilities

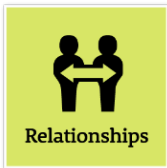
Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES			
Capability group/sets	Capability name	Behavioural indicators	Level
	Manage Self	<ul style="list-style-type: none">• Adapt existing skills to new situations• Show commitment to achieving work goals• Show awareness of own strengths and areas for growth, and develop and apply new skills	Intermediate

Show drive and motivation, an ability to self-reflect and a commitment to learning

- Seek feedback from colleagues and stakeholders
- Stay motivated when tasks become difficult



Communicate Effectively

Communicate clearly, actively listen to others, and respond with understanding and respect

- Tailor communication to diverse audiences
 - Clearly explain complex concepts and arguments to individuals and groups
 - Create opportunities for others to be heard, listen attentively and encourage them to express their views
 - Share information across teams and units to enable informed decision making
 - Write fluently in plain English and in a range of styles and formats
 - Use contemporary communication channels to share information, engage and interact with diverse audiences
- Adept

Work Collaboratively

Collaborate with others and value their contribution

- Build a supportive and cooperative team environment
 - Share information and learning across teams
 - Acknowledge outcomes that were achieved by effective collaboration
 - Engage other teams and units to share information and jointly solve issues and problems
 - Support others in challenging situations
 - Use collaboration tools, including digital technologies, to work with others
- Intermediate

Plan and Prioritise

Plan to achieve priority outcomes and respond flexibly to changing circumstances

- Understand the team and unit objectives and align operational activities accordingly
 - Initiate and develop team goals and plans, and use feedback to inform future planning
 - Respond proactively to changing circumstances and adjust plans and schedules when necessary
 - Consider the implications of immediate and longer-term organisational issues and how these might affect the achievement of team and unit goals
 - Accommodate and respond with initiative to changing priorities and operating environments
- Intermediate



Technology

Understand and use available technologies to maximise efficiencies and effectiveness

- Identify opportunities to use a broad range of technologies to collaborate
 - Monitor compliance with cyber security and the use of technology policies
 - Identify ways to maximise the value of available technology to achieve business strategies and outcomes
 - Monitor compliance with the organisation's records, information and knowledge management requirements
- Adept

Project Management

Understand and apply effective project planning, coordination and control methods



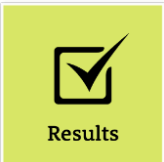

- Perform basic research and analysis to inform and support the achievement of project deliverables
- Contribute to developing project documentation and resource estimates
- Contribute to reviews of progress, outcomes and future improvements
- Identify and escalate possible variances from project plans

Intermediate

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES			
Capability group/sets	Capability name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Foundational
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational