

POSITION DESCRIPTION

POSITION DETAILS

POSITION TITLE: Project Coordinator

DEPARTMENT: CareerSystems

RESPONSIBLE TO: General Manager – CareerSystems

EMPLOYMENT TYPE: Full time

CURRENT OCCUPANT: Vacant

DATE: January 2012

POSITION SUMMARY

The Project Coordinator – Career Systems is responsible for the coordination of special projects including Indigenous Employment Program works for Career Systems. The coordinator will work with other agencies and partners in the development of new complementary programs and in the maintenance of existing projects, and will oversee the successful achievement of targets, budgets and objectives and report writing pertaining to the achieved outcomes of each program.

POSITION CRITERIA

Essential

Skills and Knowledge:

- Clear coordination skills with a demonstrated ability to effectively manage all aspects of multiple projects
 - Developing and implementing new projects
 - Liaising with complementary providers to develop and deliver targeted, tailored and effective programs
 - Management of conflicting priorities
- High quality interpersonal skills and high level oral and written communication essential for establishing and maintaining effective relationships to achieve successful outcomes
- Ability to plan, analyse and improve services including through networking and external relations
- Demonstrated submission and report writing skills writing
- Demonstrated capability in successfully managing change in dynamic environments

Desirable

Qualifications & Experience:

- Ability to operate within a Microsoft IT environment
- Contract Management experience

KEY RESPONSIBILITIES

The following key responsibilities are the major outcomes that this role is responsible for and in line with the Bedford values and behaviors.

1. Demonstrate leadership in pursuit of strategic objectives using open and honest communication.
2. Achieve financial and non-financial budgets and targets.
3. Establish and maintain effective relationships with new and existing stakeholders to ensure strong and ongoing partnerships.
4. Support the General Manager – CareerSystems through project coordination of special projects as allocated
5. Provide regular reports on activities and progress in line with guidelines and requirements
6. Monitor and ensure that stakeholder satisfaction is maximised at all times.
7. Such other duties as directed from time to time

OHS

- To promote safety and ensure that a safe working environment is provided for the workforce by ensuring personal and team compliance with Occupational Health, Safety & Welfare legislation and Bedford OHS policy and procedures.

Relationships

- Internal & External Customers
- Bedford Team

Resource Management (number of staff reporting to this position – management level)

- Direct Staff = 0
- Staff Accountable = 0