

## Position Description

<b>Position Title</b>	Project Coordinator – Capital & Minor Works
<b>Portfolio</b>	Corporate Services
<b>Division</b>	Capital & Minor Works
<b>Department/Cost Centre</b>	Capital & Minor Works - 03140
<b>Classification</b>	Specialist Staff Level 7
<b>Position Number/s</b>	102701
<b>Reporting to</b>	Manager - Capital & Minor Works
<b>Supervises</b>	Nil

### Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider.

South West TAFE is where practical skills meet real opportunity. With over 150 industry-aligned courses, we help people build the confidence and capability they need to step into their future — whether that's a new job, a career change or further study.

SWTAFE campuses are situated on the lands of the Gunditjmarra, Kirrae Whurrong, Gulidjan peoples of the Eastern Marr nation, and the Tjap Wurrong and Bunganditj peoples. They are located throughout southwest Victoria in Warrnambool, Hamilton, Portland, Colac, Sherwood Park and a further delivery site at Glenormiston. They offer modern facilities, expert trainers and strong connections to local industry—so learning stays relevant, hands-on and flexible.

We're not just keeping up — we're staying ahead. And we're proud to be part of a region that's growing, evolving and inspiring change.

### Division Overview

The Capital & Minor Works department services the diverse needs of the Institute by identifying need, scoping, consulting on and managing major and some minor capital works projects. The Institute operates from the Warrnambool, Hamilton, Portland, Colac and Glenormiston campuses as well as the Sherwood Park Training Facility, together with a number of smaller and partnership facilities across the South West of Victoria.

The department provides consultative, effective and cost-effective services consistent with the guidelines of relevant and appropriate legislation and in a manner, which ensures the Institute complies with procurement, sustainable and environmentally sensitive practices and best practices across the construction industry in the education sector. The department provides but is not limited to:

- Identification of capital works need at SWTAFE campuses
- Project Management of design and construct capital works projects
- Project planning and management
- Selection and procurement of relevant consultants and contractors
- Stakeholder engagement and consultation in relation to the works
- Construction and contractor management

### Position Overview (Your Opportunity)

Project Coordinator responsibilities include working closely with the Capital & Minor Works team to prepare comprehensive project documentation and planning, including resources, consultants, contractor programs and budgets for projects. You will perform various coordinating and management tasks, like schedule and risk management, site supervision but also along with administrative duties, like maintaining project documentation, preparing and delivering reports and handling financial queries.

To succeed in this role, you should have excellent time management and communication skills, as you'll collaborate with clients and internal teams to deliver results to tight deadlines.

Ultimately, the Project Coordinator's duties are to ensure that all designated projects are completed on time, within budget and meet high quality standards, and to assist with other capital works projects as required to ensure the same outcome.

## Key Accountabilities

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All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation,

These accountabilities include but are not limited to:

### **Your Position**

- Co-ordinate and facilitate the implementation of the project using contemporary and where beneficial innovative project development and management practices
- Work in conjunction with the Manager – Capital & Minor Works to ensure the project is developed and implemented to meet key project milestones and agreed scope and budget
- In conjunction with the Manager – Capital & Minor Works, manage, advise and provide strategic guidance in relation to project, including project formulation (scope, planning, tendering, budgeting and scheduling), governance, the development of consultant and design briefs, co-ordination of subsequent engagements and timely resolution of issues and actions
- Coordinate and review construction, tender and contract award documentation and plans.
- Ensure design consider sustainability as asset lifecycle costs,
- Ensure that effective project reporting mechanisms are implemented meeting the needs of SW TAFE Board and Executive Team
- Develop and maintain effective communication and consultation processes with project stakeholders including The Department of Education, internal staff, Institute Leadership Team (ILT) and students
- Develop and maintain effective relationships with consultants, contractors and sub-contractors
- Perform project administration functions as required at a high level for the project control group, the Board and the Department of Education and Training includes collating, preparation and presentation of project related reports
- Oversee and co-ordinate the relevant change management across the organisation including decanting and relocation of staff and students
- Monitor performance of construction and consultants throughout the lifecycle of the Project and actively manage to ensure performance criteria, milestones and deadlines are met.
- Complete Superintendent's representative duties in the administration of construction contracts including assessment of progress payments and contract variations.
- Identify and manage risk throughout the lifecycle of the project
- Maintain comprehensive knowledge of all relevant legislative, regulatory and contractual obligations as well as Institute policies, and act in an advisory role by providing professional advice, direction and ongoing support to managers and staff
- Contribute to the development of short and long term capital works programs.
- Ensure Health and Safety is effectively managed and reported for the work site throughout the duration of the Project, in line with relevant legislation and Institute Policy, to include safe and well communicated access and egress around the construction site for staff, students, visitors and members of the public
- Demonstrate the organisational values on a daily basis and proactively seeks to maintain a healthy and safe work environment
- Undertake any other projects and duties as advised by CEO, Executive Manager Corporate Services and Manager – Capital & Minor Works.

### **Your Organisation**

- Recognise areas in which guidance and support is required from the Manager and seek appropriate assistance
- Keep up to date with relevant industry information and best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seek to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions
- Actively participate in the organisation's Achievement Development Programme (ADP)

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

## Key Selection Criteria (Key to Success)

Successful candidate will demonstrate the best combination of the following characteristics;

- Project Management experience, including hands on experience in infrastructure projects, contemporary theoretical knowledge of all aspects of project management framework
- Ability to operate with a high degree of autonomy showing organisational skills and time management
- Strong written and verbal communication skills
- Excellent computer and technology skills
- Sound understanding of financial management requirements
- Strong records management and high-level administration skills
- Strong analytical skills with an eye for detail
- Ability to work flexibly and co-operatively within a multidisciplinary team demonstrating a high calibre interpersonal and influencing skills
- Ability to work in all aspects of D&C (Design and Construct) processes including the ability to read and understand detailed building schematics and as-built documentation
- Experience in understanding and interpreting legal and legislative documents

## Qualifications and Requirements

### *Mandatory requirements*

- Bachelor in Project Management / Construction Management or other relevant degree, and previous experience managing and leading projects
- Excellent Microsoft Office skills
- Working with Children Check and a satisfactory Police Records Check and/or ability to achieve one

### *Highly desirable requirements*

- A Current Victorian driver's license

## Additional Information

- South West TAFE supports Equal Employment Opportunity and are committed to make diversity, equality and inclusion part of everything we do – from how we develop and deliver our courses, to how we build our diverse workforce. We actively encourage applicants from all backgrounds to apply
- South West TAFE is a child safe organisation focusing on the wellbeing and inclusion of children and young people
- Position, requirements, classification skill level required and conditions in accordance with South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2023
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive
- SWTAFE may alter this Position Description if and when the need arises to best suit the operation requirements of the position
- Any member of SWTAFE may be required to work at any site dependent upon business needs

	Authority level	Name	Date
<b>Prepared by</b>	Recruiting/Hiring Manager		
<b>Approved by</b>	Department Executive Manager		
<b>P&amp;C review</b>	People & Culture		
<b>Agreed by</b>	Employee		