

Position Description

Title	Project Engagement Coordinator
Business unit	Housing & Property
Location	130 Lonsdale Street, Melbourne
Employment type	Full Time, ongoing
Reports to	Senior Manager, Asset Planning & Projects

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

The Project Engagement Coordinator works closely with the Commercial Property & Asset Management team, project managers and key service delivery stakeholders to oversee the development and implementation of new capex projects.

The role will coordinate the engagement, consultation and communications activities across Uniting divisions to ensure project works are delivered consistently, efficiently and in accordance with stakeholder expectations. This role requires engagement and interaction that will support a range of internal and external stakeholders to coordinate key internal projects.

2. Scope

Budget: nil

People: nil

3. Relationships

Internal

- Senior Manager, Asset Planning and Projects
- Internal Project Control Group and working groups

Position Description

Project Engagement Coordinator

- Capital works project managers
- Services teams across Victoria & Tasmania
- Housing & Property team

External

- UCA Congregations

4. Key responsibility areas

Project Planning & Management

- Work closely with internal managers, project leads and key stakeholders to support the development of new capital projects that include service team movements and co-ordination.
- Act as a strong and reliable central point of contact and coordination for the projects.
- Maintain detailed project plans, including deliverables, milestones, timing, communications and consultation.
- Maintain expectations for project deliverables by managing stakeholder communications and implementing an effective system of project governance.
- Capture and establish processes for future projects.
- Support the Commercial Property & Asset Management team to identify, streamline and document processes.
- Communicate and mitigate project risks and roadblocks.
- Provide project administration support with team members as required.
- Organise and actively participate in stakeholder meetings with the project team.
- Ensure project frameworks, documentation and governance reports are prepared and maintained according to agreed timelines.
- Provide updates and reporting on project outcomes to the project sponsors as required.
- Ensure compliance with all relevant legislative and regulatory requirements within scope of responsibility.
- Convene post implementation reviews at appropriate stages of the project and capture learnings.

Administration

- Prepare and distribute meeting agendas and materials for project control groups and working groups, attend meetings and attend to meeting outcomes including the taking, preparation and distribution of minutes, action items and other follow up.
- Support the work of the project team through the provision of administrative coordination and support to processes and functions related to the work of the team.
- Develop and maintain systems and processes for the project team.
- Provide out of hours support when required.

Relationship Management

- Build and maintain rapport with internal and external stakeholders to support project deliverables.
- Work with various teams across the organisation to meet project deliverables.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.

Position Description

Project Engagement Coordinator

- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organisation

5. Performance indicators

- **Achieves results:** effective discharge of key responsibilities, quality and timeliness of outputs and deliverables, attention to detail and accuracy, strict maintenance of confidentiality.
- **Values alignment:** exemplifies and promotes Uniting's values, actively contributes to the enhancement of the values (both individually and within immediate team).
- **Teamwork:** willingness to be proactive and help others, contribution to the continuous improvement of a positive, collaborative, and effective work environment.
- **Professionalism:** executes day to day activities in a positive, friendly, and enthusiastic manner.

6. Person specification

Qualifications

- Project Management Certification (PRINCE2, Agile etc) (desirable)
- Relevant tertiary qualification in a business administration related discipline and/or experience in an administration role.

Experience

- Previous experience in project management/coordination and supporting multi-disciplinary project teams.
- Experience using Smartsheet for Project Management (desirable)
- Experience providing executive level support.
- Experience working in a fast paced, professional environment.
- Experience implementing administrative processes and initiatives with minimal supervision.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- Proven intermediate expertise in the Microsoft suite of applications.
- Excellent verbal and written communication and interpersonal skills.
- Demonstrated initiative and problem solving.
- Well-developed organisational skills and attention to detail.
- Ability to work autonomously and as part of a team.

Position Description

Project Engagement Coordinator

7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

8. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: