**Job Description Form**

**Project Coordinator**

**Position Details**

**Position Number:**  04004893

**Classification:**  Level 5

**Award / Agreement:**  PSA 1992 / PSGOCSAGA 2017

**Organisational Unit:** Service Delivery Regional and Remote Communities / Service Delivery and Client Services

**Location:** Flexible

**JDF Review Date:** 1 August 2018

**Reporting Relationships**

**This position reports to:**

04003930, Service Delivery Regional Coordinator, Level 7

**Positions Under Direct Supervision:**

This position has no subordinates.

**About the Department**

The Department of Communities’ mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department’s direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

The Department’s functions and services include disability services; child protection and family support; social and affordable housing; youth justice; community initiatives and remote regional services reform.

The Department provides the opportunity to implement client centred services within a single outcome based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

The Department promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

**Role Statement**

This role measures and reports on the performance of quality assurance initiatives for Government Regional Officers Housing (GROH); provides support and advice to Regional and Remote Service Delivery staff.

The role assists in the development of processes for achieving continual business improvement and provides administrative coordination and support to GROH administration.

This role is required to coordinate the Summer Peak Changeover Period (SPC) and in addition work closely with the Centralised Vetting Team to review and certify all associated invoices for maintenance undertaken.

**Duties and Responsibilities**

**1. Strategic**

1.1 Assists in the implementation of processes and procedures for reporting.

1.2 Undertakes the review and implementation of related Directorate strategies as they relate to Branch activities.

**2. Program Management and Reporting**

2.1 Negotiates and undertakes implementation of program tasks, ensuring the Department of Communities interests are protected.

2.1 Prepares in conjunction and consultation with other Managers, monthly performance reports and reviews against program targets.

2.3 Participates in the reporting and evaluation process.

2.4 Contributes to the development of operational planning frameworks.

2.5 Participates in the implementation of communication planning.

2.6 Participates in the monitoring and evaluation process.

2.7 Assists in the identification of continuous improvement initiatives.

2.8 Monitors and assists regional staff to achieve associated KPI’s.

**3. Liaison**

3.1 Liaises with and builds relationships with stakeholders at a Regional level including public sector agencies, local government, and external organisations on project matters.

3.2 Provides the primary point of contact for regional officers and management, providing advice and support and information regarding GROH.

3.3 Promotes quality assurance and business improvement approaches.

**4. Other**

4.1 Primary point of contact for the vetting and coordination of documentation.

4.2 Promotes a high standard of Equal Opportunity and Diversity, personal conduct and Occupational Safety and Health in the workplace. Provides day to day supervision of staff as necessary, undertakes performance monitoring and staff development.

4.3 Performs other duties as directed.

**Essential Work-Related Requirements (Selection Criteria)**

1. High level written communication, including briefs, report writing and letters.
2. Experience in PC based applications, data bases and processes.
3. Well-developed interpersonal skills, with the ability to liaise, consult and negotiate with a range of people in various contexts.
4. Well-developed initiative and problem-solving skills.
5. Leadership and management skills in a project co-ordination environment.

**Desirable Work-Related Requirements (Selection Criteria)**

1. Knowledge and understanding of asset management and maintenance.

**Essential Eligibility Requirements / Special Appointment Requirements**

1. Appointment is subject to a satisfactory National Police Clearance.