

Resources and Enterprise Development
PROJECT COORDINATOR – CAPITAL PROJECTS

76 hours per fortnight (1.0 FTE)

Fixed Term – 24 months

The Position

The Project Coordinator – Capital Projects will utilise their experience to support BCHS in planning, executing, and closing a range of capital projects. They will inform and work to designated scope, budget, and timelines relating to a range of capital development projects.

The Project Coordinator sits within the Fleet and Facilities Team which is part of the Resources and Enterprise Development portfolio and provides services to primarily facilitate efficient and effective service delivery by other BCHS branches.

To successfully apply for this position you will need:

1. Ability to demonstrate and display the values of BCHS with a strong commitment to the values of equity and human rights.
2. Tertiary degree in a relevant field (e.g., project management, business administration or health and community services) and/or demonstrated experience in project coordination or similar role.
3. Demonstrated experience with project management tools.
4. Ability to effectively plan and prioritise work and maximise the use of internal and external resources to achieve outcomes.

For further information about the position contact Sean Rashleigh on 5406 1462.

To view the position description please go to <https://www.bchs.com.au/careers/current-jobs>

Applications addressing the **Key Selection Criteria** should be emailed to recruitment@bchs.com.au by 4pm Monday, 11 September 2023.

Bendigo Community Health Services encourages applications from individuals of all backgrounds and abilities.

Applications will be acknowledged upon receipt. Applicants are requested to contact Human Resources on telephone 5406 1312 if an automatic acknowledgement has not been received.