

BENDIGO COMMUNITY HEALTH SERVICES

POSITION TITLE: PROJECT COORDINATOR – CAPITAL PROJECTS

Award:	Dependent upon qualifications
Classification:	Dependent upon qualifications and experience
Site:	To be confirmed
Hours per fortnight:	76 hours per fortnight (1.0 FTE)
Tenure:	Fixed Term – 24 months
Position description developed:	August 2023
Responsible to:	Senior Leader Fleet and Facilities

We want (Vision)

Better health and wellbeing across generations.

We exist (Mission)

To work hand in hand with our community to achieve healthier lives.

We strive for (Values)

- **Integrity**
We are authentic and accountable, and we honour our obligations.
- **Respect**
We build respectful relationships through trust, empathy and collaboration.
- **Inclusive**
We recognise and promote accessible, safe and holistic supports and services as a basic human right.
- **Innovation**
Through continuous learning, we ensure an agile, responsive and sustainable service.
- **Togetherness**
We create a sense of connectedness, pride and support through enjoying our work and being passionate about making a difference.

Our pillars	Consumer and Community	Influence	Visible	Sustainable
The change we want to see	People in our community, especially those most in need, have improved health and wellbeing	We use evidence, data and the voice of our community to shape our supports and services	Our service is identified as a quality provider and our people are recognised as leaders	Our sustainability is based on a healthy culture, improved systems, outcomes and growth

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The Role of the Team

The Fleet and Facilities Team sits within the Resources and Enterprise Development portfolio and provides services to primarily facilitate efficient and effective service delivery by other BCHS branches. The Team provides a broad range of supports to maintain the fleet and facilities of BCHS.

In addition, the Fleet and Facilities team provides project management and supports to a range of capital projects including but not limited to:

- Capital Master Plan Project
- Holdsworth Road AOD Wellness Centre Project
- Eaglehawk Redevelopment Project
- Nova House Stormwater upgrade
- headspace Capital Projects
- Children's Hub Project

Position Role

The Project Coordinator – Capital Projects utilises 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. They will work with Executive and Senior Leaders and Project Control Groups to coordinate project team functioning, coordinate a range of resources, support stakeholder engagement, and contribute to the successful delivery of projects. The Project Coordinator – Capital Projects has logistical oversight of all aspects of project delivery, including project initiation, planning, execution, consultation, monitoring, reporting, and closing. Sitting within the Fleet and Facilities team the role will also support the review of existing facilities resources and actioning improvement solutions.

Position Responsibilities

The responsibilities of the position are:

- Act as a point of contact for BCHS capital projects and communicate project status to all relevant internal and external stakeholders, including (but not limited to) the CEO/Executive Team, Board of Directors and Project Control Groups.
- Assist with the development and defining of project scope, objectives, budgets and metrics to monitor and track project progress.
- Assist with the development of a detailed project plans and effective project communication plans as well as ensuring their timely execution.
- Ensure all aspects of projects align with timelines and project deliverables.
- Monitor project progress while identifying and assisting to resolve any issues or risks that arise.
- Conducting milestone and post-project evaluations that identify successful and unsuccessful project elements, documenting these outcomes.
- Coordinate the development and maintenance of comprehensive project documentation such as agendas, minutes, action registers, reports, and stakeholder workshops / consultation documentation.
- Establish and coordinate relationships with, and between, relevant internal and external stakeholders across multiple capital projects.
- Identify and provide guidance on administrative or operational barriers to project success or innovation.
- Submit project deliverables ensuring that they adhere to best-practice standards and any other contract requirements.

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- Assist with capital project communication to ensure all stakeholders impacted by capital projects are informed of schedules, progress and remain appropriately engaged.
- Support the team to maintain and improve the functioning of BCHS facilities.
- Perform other related duties as assigned.

Key Selection Criteria

Essential

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.
5. Excellent organisational and time management skills including setting priorities and organising work demands to manage multiple projects simultaneously and achieve project objectives.
6. Strong written communication skills, including demonstrated experience in the development of agendas, minutes, plans and reports with attention to detail.
7. Exceptional communication and interpersonal skills demonstrating a capacity to engage and collaborate with stakeholders at all levels.
8. Strong leadership abilities, with the capacity to inspire and motivate project teams.
9. Current drivers licence.

Probationary Period

Employment with BCHS is conditional on satisfactorily completing a probationary period of six (6) months from date of commencement. During this period your performance will be reviewed with your manager and, assuming this is mutually satisfactory, your employment will be confirmed at the end of this period.

Staff Review & Development (SRD)

Each BCHS staff member is required to participate in the annual SRD process. The SRD will be based on the Position Role and Responsibilities and Key Selection Criteria in addition to the relevant Branch and Team Plans and the following Performance Indicators.

Position Performance:

Demonstrate achievement of negotiated performance indicators specific to your position.

- Demonstrated commitment and action to support BCHS' in successfully coordinating and delivering its capital projects.
- Documentation and reports relating to BCHS' capital projects provided in a timely manner, as required.
- A high level of engagement, collaboration and communication observed with internal and external stakeholders.
- Participate in supervision and professional development as negotiated with line manager.
- Knowledge and compliance with BCHS privacy and confidentiality procedures.

Communication and Team Work:

High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with consumers

- Display your capacity for self-awareness through reflection, planning and communication.
- Show evidence of your ability to work co-operatively within a team to achieve team goals.

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- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to BCHS' Vision, Values, and Strategic Directions.

Self-Management:

Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self-satisfaction and professional growth.

- Continually develop personally and professionally to meet the changing needs of your position, career and industry.
- Demonstrate behaviours that lead you to achieving your goals.
- Demonstrate understanding and behaviour to reflect BCHS' values.

Administration and Documentation:

Through the use of BCHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.

- Show evidence that the administrative tasks of your position are completed in an orderly, timely and accessible manner.
- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard, and is produced to an appropriate professional standard.

Learning:

Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.

- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and team work plans and individual self-development.
- Demonstrate initiative and enterprise skills that contribute to innovative outcomes.
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

Diversity and Culture:

BCHS treats all people with respect; values diverse perspectives; provides diversity training opportunities; and provides a supportive work environment. BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.

Child Safety:

BCHS values children from all backgrounds and is committed to making our community a safe, nurturing and welcoming place for children to grow and develop. We are committed to making sure **all** children to reach their individual potential.

Other Essential Requirements

Staff will:

- Complete all required probity checks **before** employment is confirmed.
- Present a copy of original professional qualifications document or registration (if required).
- Receive and comply with BCHS' policies and procedures including the Code of Conduct.
- Actively contribute to continuous quality and service delivery improvement through the organisation.
- Be proactive in risk identification, notification and management.

BCHS believes that “Quality is everyone’s business, safety is my responsibility”

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Co-operate with and contribute to BCHS Occupational Health & Safety procedures and participate in appropriate safety information and education activities as required.

Other Information

- Salary Packaging would be available to the successful applicant. (REMOVE IF CASUAL)
- BCHS' Employee Assistance Program is available to employees and immediate family.
- BCHS is an Equal Opportunity Employer.
- All BCHS sites are smoke free workplaces.
- BCHS has a commitment to environmental sustainability.

APPROVED