

## Position Description

<b>Position title:</b>	Project Coordinator
<b>Program:</b>	Strategic Projects
<b>Location:</b>	Negotiable. Travel to other locations will be required
<b>Reports to:</b>	Manager, Strategic Projects

*This Position Description intends to describe the general scope, level of work, accountabilities and responsibilities of the position. It does not necessarily include all duties and responsibilities.*

*This Position Description may be altered in accordance with the changing requirements of the position.*

## About CatholicCare Victoria

CatholicCare Victoria is a leading and influential provider of charitable and social services in Victoria. The *Mission* of CatholicCare Victoria is to build communities that recognise and nurture the dignity of each person. Our employees share our *Mission* for a stronger, more inclusive society through supporting individuals, families and communities in times of need, especially those who are most disadvantaged, vulnerable, marginalised and/or at risk.

CatholicCare Victoria delivers excellence in a broad range of child, family and youth services, family relationship services, school counselling and pastoral care services, social housing, employment and advocacy services across various office locations and delivery sites in Victoria.

CatholicCare Victoria draws on the principles of Catholic Social Teaching to inspire and direct our endeavours. We value and respect human dignity, and embrace diversity in an inclusive work environment.

## CatholicCare Victoria Values

Values	Behaviours
<b>Respectfulness</b>	We value people for who they are and recognise what they are doing. We interact with others honestly and in a positive, considerate, and caring matter.
<b>Integrity</b>	We value the work we do. We are fair, honest, and trustworthy. We act professionally, take accountability for our actions, and keep our promise.
<b>Inclusivity</b>	We welcome everybody, working to enable everyone to feel like they belong and have a place – from a face to be seen and a voice to be heard.
<b>Collaboration</b>	We walk alongside clients, communities, and each other. We contribute to the work and lives of others so that we can all achieve our best, together.
<b>Compassion</b>	We connect with each other's stories. We acknowledge the inherent strengths and diverse experiences of others. We act with kindness and care in all our relationships, helping each other to address our challenges in a safe and welcoming environment.

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## About the Program

CatholicCare Victoria launched its inaugural five-year strategic plan in 2022. Strategic Projects is a function of the office of the CEO at CatholicCare Victoria and our focus is to support the board, executive, and broader organisation to develop and execute the organisation's strategy including overseeing the measurement and reporting of strategic performance for evidence informed decision making.

## Position Summary

CatholicCare Victoria is seeking an entry level Project Coordinator to be part of a Strategic Projects office who can under guidance work across all business streams to oversee and support the coordination of key CatholicCare Victoria projects working with stakeholders to navigate any project issues as they arise.

We are seeking a detail oriented individual to support accountable project owners to complete key projects/milestones from initiation to completion on time and/or under budget. The Project Coordinator will support Senior Management to create milestone delivery schedules, project plans and project reporting by overseeing administrative tasks, communicating with stakeholders, and providing timely communication to all parties.

The role will also support the CatholicCare Victoria's Measurement Team, particularly through the provision of high-quality administrative support. In addition, there will be involvement in event management across CatholicCare Victoria, ensuring the smooth roll out of road shows and conferences to support the operationalization of the *CatholicCare Victoria Strategic Plan 2022 – 2027*.

## Key Result Areas and Responsibilities

The order in which key result areas and responsibilities are listed is not necessarily significant.

Key Result Area	Key Responsibilities
Project Coordination	<ul style="list-style-type: none"><li>• Monitor project progress and create project status reports across the project life cycle for the Manager, Strategic Projects and stakeholders.</li><li>• Support the Project Leads with the coordination to manage change impacts well.</li><li>• Under the guidance of the Manager, Strategic Projects support project owners and team members to complete key project tasks on time.</li><li>• Support Executive, Senior and Program Managers to provide content and data thereby helping to ensure the project schedule and reporting are well organised.</li><li>• Schedule stakeholder meetings and facilitate communication between project owner, executive sponsor, Manager, Strategic Projects and other stakeholders across the project life cycle.</li><li>• Work with the Measurement Team to enhance driving strategic performance and reporting.</li></ul>
Event Management	<ul style="list-style-type: none"><li>• Work in collaboration with the Manager, Strategic Projects to coordinate roadshows and conferences across the whole of CatholicCare Victoria.</li><li>• Arrange virtual experiences that show case the Strategic Projects of CatholicCare Victoria.</li></ul>
Administrative support	<ul style="list-style-type: none"><li>• Provide administrative support and assistance with all project management activities relating to key CatholicCare Victoria projects and other deliverables relevant to the Manager, Strategic Projects.</li></ul>

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	<ul style="list-style-type: none"> <li>• Provide administrative support for Measurement Team’s initiatives and events.</li> </ul>
Data and Reporting	<ul style="list-style-type: none"> <li>• Data entry to support strategic performance measurement and reporting.</li> <li>• Assist with the development of reports or presentations.</li> </ul>
Relationships	<ul style="list-style-type: none"> <li>• Ensure regular and effective communication with other Executive, Senior and Program Managers and other internal stakeholders to support project owners to manage change impacts effectively.</li> <li>• Foster cross-team collaboration.</li> <li>• Maintain and build strong relationships with all stakeholders and participate as a team player.</li> </ul>
Quality	<ul style="list-style-type: none"> <li>• Actively promote and undertake quality improvement activities.</li> <li>• Maintain and develop personal knowledge in area of expertise.</li> </ul>

The position is also required to perform other duties as lawfully and reasonably directed.

### Reporting and/or Supervision Relationships and Authority

#### Reporting Relationship:

The position reports to and works under the general direction of the Manager, Strategic Projects.

#### Position/s Reporting to Position:

Not applicable.

#### Authority:

The position is required to manage and plan their work, including establish goals and outcomes.

The position is required to exercise initiative in the application of established within standards and procedures.

The position is required to work within the relevant delegation’s policy, procedure and guidelines of CatholicCare Victoria.

### Stakeholder Relationships

#### Internal Relationships:

- operates as a member of a team; and,
- collaborates with other teams, etc.

#### External Relationships:

- networks; and,
- represents CatholicCare Victoria in external forums, etc.

### Organisational Responsibilities of the Position

#### Workplace Health and Safety (WHS)

CatholicCare Victoria is committed to the health, safety and wellbeing of employees, volunteers, contractors, clients and other people within our workplaces. The position is required to perform the responsibilities of the position adhering to the *Occupational Health and Safety Act (2004)*, in particular to:

- take reasonable care for your own and others’ health and safety within the workplace;

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- take reasonable care that your actions or omissions do not adversely affect the health and safety of yourself or others;
- cooperate with any reasonable directions, policies and/or procedures relating to health and safety in the workplace;
- report all injuries, illness, near misses or hazards as per CatholicCare Victoria policies and procedures; and,
- participate in relevant health and safety training, and risk management initiatives based on position and responsibilities.

### **Cultural Safety and Respect**

CatholicCare Victoria acknowledges the history, culture, diversity and value of all Aboriginal and Torres Strait Islander Peoples, and pays respect to their Elders past and present, as well as acknowledging future generations.

The position is required to work with Aboriginal and Torres Strait Islander Peoples in a culturally safe and respectful way.

### **Safety of Children, Young People and Vulnerable Adults**

CatholicCare Victoria is committed to the safety of children, young people and vulnerable adults.

The position is required to perform the responsibilities of the position adhering to the *Catholic Safeguarding Standards, National Principles for Child Safe Organisations, Child Safe Standards* and any other relevant standards and/or legislation.

### **Risk Management, Accreditation and Quality Improvement**

The position is required to actively participate in risk management, accreditation and quality improvement processes, procedures, systems and initiatives, including reporting risks, incidents and feedback in a timely and responsible manner.

### **Policies, Procedures and Legislative Requirements**

The position is required to undertake the responsibilities of the position adhering to all CatholicCare Victoria policies, procedures and practice guidelines and relevant standards and/or legislation including, but not limited to:

- *Employee Code of Conduct;*
- information privacy and confidentiality;
- Equal Opportunity, anti-discrimination and anti-bullying; and,
- Inclusion and diversity.

## **Key Requirements**

### **Qualifications and/or Training**

1. Qualification in Business Administration, Business or related field desirable.

### **Experience**

2. Relevant experience in a fast-paced administration role.
3. Strong relationship and stakeholder management skills, including working with Executive Management.
4. Demonstrated interpersonal and influencing skills, including the proven ability to develop relationships with a range of stakeholders.

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5. Demonstrated understanding and experience of project and change management concepts and coordination change programs.

### **Knowledge, Skills and Attributes**

6. Demonstrated interpersonal and communication skills and ability to use initiative.
7. Proven ability to work independently with minimal managerial supervision across business units (streams).
8. Proven attention to detail and the ability to work accurately.
9. Proven organisational skills to manage competing demands.
10. Demonstrated intermediate Microsoft Word, Microsoft PowerPoint and Excel skills, including proven skills to accurately report on data.
11. Demonstrated analytical and problem solving skills, including the ability to develop innovative, yet practical solutions.
12. Demonstrated commitment to maintain appropriate confidentiality.

### **Child Safety**

13. Demonstrated commitment to the safety of children, young people and adults in a respectful and inclusive environment for all diversity groups in accordance with the *Catholic Safeguarding Standards*, *National Principles for Child Safe Organisations*, *Child Safe Standards* and any other relevant legislation.

### **Other Requirements**

- Current Driver's Licence
- Current Victorian Working with Children Check
- Current Australia-wide Police Check
- A Statutory Declaration (provided by CatholicCare Victoria) to declare that: you have not lived overseas for more than 12 months in one country; OR if you have lived overseas for more than 12 months, that you have no criminal history overseas
- International Police Check (where applicable)
- Right to Work in Australia.

Please note, CatholicCare Victoria will conduct the Police Check/s.

It is the incumbent's responsibility to maintain a current Driver's Licence, Victorian Working with Children Check and Right to Work in Australia.

The incumbent is required to agree to undertake a Police Check every three (3) years (or earlier to comply with specific contractual or legislative obligations and requirements).

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## Signatures

This section is to be signed upon appointment:

<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

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