Senior Project Coordinator

* Brisbane CBD – $98,408 to $105,087 p.a. **(AO6)** + Generous Super
* Temporary role within PSNMC Team
* Full-time with flexible work options
* The closing date for this role is Friday, 12 March 2021 – Reference no. QLD/365521/21

About us

You’ll be part of an organisation who are *proudly supporting those who keep our community safe*.

We provide a range of high quality corporate and support services to the Queensland Police Service, Queensland Fire and Emergency Services and the Inspector-General Emergency Management. We deliver ICT services to the Queensland Ambulance Service and Queensland Corrective Services and also manage the Queensland Government Air Wing services.

The PSBA is committed to embedding a *Service Ethos* in the organisation to foster a culture of helpfulness.

We value diversity and are actively seeking candidates with varied backgrounds who can think differently and innovate.

Your opportunity

Your part in the ongoing success of our business, in supporting key frontline services will see you responsible for a variety of work, including:

* Assisting in the development, implementation and overview of appropriate policies, standards and guidelines in line with agreed project management methodologies.
* Monitoring portfolio, program and projects to determine compliance with governance guidelines.
* Liaising, consulting and negotiating effectively with stakeholders across PSBA, Queensland Government and external service providers in relation to project governance and deliverables.
* Preparing and reviewing presentations, reports and briefing notes to senior executives and represent the portfolios at internal and external forms.
* Supporting the portfolio and management teams through the development, coordination and presentation of key communications and through the development and assistance of organisational change activities.
* Assisting in the organisation of board meetings, stakeholder workshops and information sessions, including the compilation and distribution of agendas, comprehensive minute taking and follow up on action items/resolutions.

Once you join us we will want you to *exemplify* the PSBA core behaviours:

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| --- | --- |
| * Know the business: ours and our clients * Achieve service excellence * Be honest, open, fair and transparent | * Focus on results * Respect others |

Highly desirable skills/requirements

* Accreditation in relevant Project / Program Methodology
* Previous experience in large scale ICT Projects and Programs.

In choosing the right person for this role we will consider what you have done previously – the knowledge, skills and experience you’ve built, your potential for development, and your personal qualities.

Want more information?

Please contact our Manager Program Delivery, Dawn Bell on 07 0409 497 502 or email [Dawn.Bell@psba.qld.gov.au](mailto:Dawn.Bell@psba.qld.gov.au)

You can also visit our website at [www.psba.qld.gov.au](http://www.psba.qld.gov.au) to find out more about our organisation.

**HOW TO APPLY** – Please refer to the [PSBA application guide](http://www.psba.qld.gov.au/about/Documents/PSBA-Application-Guide.pdf) for other information you need to know.