

Role Description

Senior Project Coordinator

Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation
No.

23163

Content
Manager No.

17/409828

Work Unit

**Regional Operations
North Queensland Region
Infrastructure Services Division**

Location

Townsville

Classification

**AO6 Qld Public Service Officers and Other
Employees Award - State 2015
36 ¼ hour week**

Job Type

**Temporary Full-time
Temporary period until 30 June 2026 unless
otherwise determined**

Salary Range

\$114,115 - \$121,876 per annum

Salary is reflective of full-time employment (1.0FTE)

Plus superannuation contributions of up to 12.75% of your annual salary.

Your employer

The Department of Education (DoE) is committed to giving all children a great start, engaging young people in learning, creating safe and inclusive workplaces and investing in communities for a stronger Queensland. Our human rights commitment is to create a stronger, fairer Queensland by respecting, protecting and promoting human rights in everything we do. Our objectives are: A great start for all children, Every student succeeding, Building Queensland communities, Safe and capable people delivering our vision, Fair and safe workplaces and communities. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at www.qed.qld.gov.au

Your opportunity

As the Senior Project Coordinator, you will work directly with clients, or through service providers, to oversee multiple building projects from the planning and pre-design phase to practical completion.

The Senior Project Coordinator reports to the nominated Manager, Infrastructure Services Division and may be required to work across any team or work unit of the branch.

Your role

Appointments in the public sector are merit-based and will be assessed by looking at what you have done previously—the knowledge, skills and experience you have built, your potential for development, and your personal qualities.

Responsibilities include:

- Support the management and coordination of all aspects of project and program delivery including financial and human resources, initial planning, construction and commissioning of multiple complex projects within a legislative and contractual framework.
- Manage critical project information such as milestones and expenditure to ensure project data is up to date at all times within departmental systems - including SAP.
- Manage and report against key sub programs and significant projects within the department's investment program.
- Develop, maintain and monitor critical relationships with clients, stakeholders and service providers for the purpose of achieving and sustaining a high level of client satisfaction.



Customers first



Ideas into action



Unleash potential



Be courageous



Empower people



**Queensland
Government**

- Contribute to the continuous improvement agendas, including the development of Business Plans and processes to promote best practice in service provision.
- Provide high level support to Unit Managers by retaining an interest in creating, maintaining, renewing and improving built environments for the benefit of end users.
- Prepare coherent and politically sensitive reports, correspondence and submissions to key stakeholders and clients.
- Provide advice and guidance to other staff within the unit.

Other responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

Competencies – How you may be assessed

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

Vision:

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

Results:

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

Accountability:

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

Additional information

- This role description works in conjunction with the Candidate Information Package.