# Position Details

*Project Coordinator*

## Administrative Services – CSOF4

The following information is for applicants

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| Advertised Job Title**:** | Project Coordinator |
| Job Reference: | 61792 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Percentage of Client Focus - Internal: | 80% |
| Percentage of Client Focus - External: | 20% |
| Reports to the: | Group Leader – Engineering and Design |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Alex Collins:  - Email: [Alex.Collins@data61.csiro.au](mailto:Alex.Collins@data61.csiro.au)  - Phone: 02 9490 5963  Bridie Richardson:  - Email: [Bridie.Richardson@data61.csiro.au](mailto:Bridie.Richardson@data61.csiro.au)  - Phone: 02 9490 5567 |
| Contact Details For Applying: | Call 1300 984 220 or email [careers.online@csiro.au](mailto:careers.online@csiro.au). |
| How to Apply: | Please apply online at [jobs.csiro.au](https://jobs.csiro.au/) and enter the requisition number**.** Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’) |

## Role Overview

Data61 is the largest data innovation group in Australia, we are unrivalled in our intellectual capital and our network with the global technology marketplace.

The Project Coordinator will work closely with the Group Leader, members of the Engineering and Design team, Business Teams and Project and Operations groups within Data61 to achieve effective delivery of Data61’s overall objectives of research excellence and wealth creation. The Project Coordinator will be an essential member of the Engineering & Design team, providing excellent organisational skills, handling external stakeholders, working closely with finance & legal, and helping to foster a positive team environment. Strong communication skills will also be highly regarded, as you will often be the link between Data61 teams working on a project and the client. This position offers flexible working hours, freedom to experiment with new technologies, and the ability to grow to your full potential.

## Duties and Key Result Areas:

* Manage collaborative relationships with leaders and project teams, internal stakeholders (e.g. finance, legal and senior management), clients and alliance partners.
* Help to maintain and foster a positive team environment through confident and friendly interactions, a high degree of empathy and ability to listen insightfully to others.
* Organise internal and external meetings and travel including scheduling, the preparation of agendas and following up on action points
* Collaborate with the finance department to coordinate the budget of allocated projects including purchase orders, invoicing and financial tracking and reporting.
* Provide insightful advice and support to the Program by guiding low to high value allocated projects through the project lifecycle using project management processes and methodologies.
* Drive the organisation of team events, expos and activities in coordination with other Data61 teams and external parties.
* Identify and verify resource availability for projects by preparing and analysing resource allocation and effort reports.
* Problem solve in a fast-paced environment where there is ambiguity and complexity, applying pragmatic solutions, while maintaining focus on shifting from a reactive to proactive environment.
* Effective communication, teamwork and relationships within the Program and across Data61 and wider CSIRO.
* Other duties as directed by line management.

## Competencies:

1. **Teamwork and Collaboration: Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.**
2. **Influence and Communication: Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others reactions.**
3. **Resource Management/Leadership: Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.**
4. **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
5. **Independence: Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).**
6. **Adaptability:** Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

## Essential Criteria:

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

1. Demonstrated/proven knowledge and experience in working on and supporting project management to deliver business outcomes.
2. Excellent stakeholder management skills along with a confident and friendly disposition with the ability to manage upwards.
3. Demonstrated ability to provide insight, empathy and influence working across a wide array of government and/or industry stakeholders.
4. Ability to manage project risks and resolve problems where there is ambiguity; applying innovative solutions and informing others.
5. Excellent organisational skills and capacity to successfully manage competing priorities and to deliver project deliverables within agreed timeframes.
6. Self-starter, able to work with minimal direction with the capacity to take on additional responsibility and step up as the project progresses.

## Desirable Criteria:

1. Experience and certification in agile project delivery (e.g. Scrum Training).
2. Proficiency in Microsoft applications including Word, Excel, Access, PowerPoint, Outlook, Project; and in using 02D, TRIM, SAP, ePublish and AETM to manage workflow processes and on‐line transactions.
3. Ability to operate in an environment of uncertainty and incomplete information and make well-reasoned decisions.
4. A relevant qualification in Project Management (e.g.: Prince / Prosci certification).

## About CSIRO:

We imagine. We collaborate. We innovate. To find out more visit us [online](http://www.csiro.au/)!

Find out more about [Data61](http://www.data61.csiro.au/)