



Position Details

Position title:	Coordinator Recreation Capital Portfolio
Award Classification:	Band 8
Department:	Portfolio Projects
Division:	Community Wellbeing and Inclusion
Date Approved:	August 2024
Approved By:	Manager Open Space, Recreation and Community Resilience

Organisational Relationships:

Reports To:	Manager Portfolio Projects
Supervises:	N/A
Internal Stakeholders:	Council Employees and Managers, and Executive Team
External Stakeholders:	Government representatives, Statutory Authorities, clients, suppliers, consultants, and Contractors.

Position Objectives

- To improve the deliverability of the Recreation capital works portfolio, by ensuring projects are delivered to scope, on time and that benefits are achieved.
- To oversee the development, planning and monitoring of the Recreation capital works portfolio, including the creation of reports and documentation.
- To support the project management and planning teams providing quality assurance and aiming for best practice results for the community.
- To supporting the significant program and project sponsorship responsibilities of the Manager Portfolio Projects.



Key Responsibilities and Duties

- Liaise and collaborate with key internal and external stakeholders, to facilitate successful capital works project outcomes.
- Simultaneously oversee multiple capital works projects and ensure required program and project outcomes are achieved.
- Monitor and track the program of projects in alignment with the Council's Project Lifecycle Management (PLM) methodology.
- Provide project support to the Manager Portfolio Projects, including:
 - preparation of project reports and documentation for senior management and Council.
 - develop, update, and monitor project management documentation.
 - review status reporting.
 - undertake project audits to identify risks and improvements.
 - escalate any identified issues.
 - apply for and manage successful grant/funding applications.
 - management of Project Control Group including organising meetings, preparation of the agenda and minutes, and maintenance of risks, issues, actions, and decision registers.
- Work directly with the Project Services team to ensure appropriate levels of project discipline and rigour are maintained throughout project delivery including appropriate financial, benefit, risk, issues, and dependencies.
- Engage with the Enterprise Portfolio Management Office (EPMO) to implement and continuously improve processes, procedures, standards, and guidelines to support innovative, efficient, and effective delivery of Council's asset renewal and compliance programs.
- Administration support including minutes, information collection, responding to resident requests, procurement, and operational updates.
- Other duties as directed

Accountability and Extent of Authority

- Provide program management expertise of capital works projects in the project portfolio.
- Prepare reports to Council as required on policy, planning and operational issues related to services responsible to this position.
- Ensure the effective delivery of portfolio objectives in line with budgetary, quality and time constraints.
- This position will be guided by Council policies and available expenditure.



Judgement and Decision Making

- Document and escalate issues and risks when appropriate
- Raise appropriate project governance documentation as required to ensure project delivery remains on-track
- Acting as sponsor's representative for selected projects
- Required to make decisions on day-to-day basis in collaboration with project managers and sponsors.

Specialist Skills and Knowledge

- Excellent written and verbal communications skills and demonstrated ability to work confidently with a range of internal and external stakeholders
- A proven ability to coordinate, plan and schedule projects or programs to ensure that delivery is on track, risks are identified and mitigated, and benefits are realised
- Demonstrated ability to identify and resolve issues and risks associated with program/project delivery.
- Sound knowledge and familiarity of budgeting and financial procedures, as they relate to project or program management
- Knowledge and experience in the use and management of enterprise project management systems and other related systems and tools.
- Understanding of legal, socio-economic and political context

Management Skills

- Ability to manage own time, plan & organise own and / or others work and / or resources
- Provide clear work direction for project staff whilst ensuring appropriate availability, utilisation, quality, and productivity.
- Ability to work collaboratively across all levels of management and staff and achieve organisational objectives.
- Ability to work effectively in high pressure situations, meet tight deadlines and maintain high level of work standards.
- Proven management skills to achieve goals and objectives

Interpersonal Skills

- Liaise, influence, and negotiate to achieve the cooperation and assistance from other employees and persons in other organisations in the achievement of the portfolio objectives.
- Demonstrated ability to foster positive relationships and skilfully communicate complex information and issues to a wide variety of audiences.



- Ability to lead, motivate and develop other employees
- Commitment to working in a team environment.
- High level written and oral communication skills.

Qualifications and Experience

- **Academic:** Degree or Diploma or relevant experience in project management or a related field or lesser formal qualifications with extensive and diverse experience or intensive specialist experience.
- **Experience:**
 - Proficiency in portfolio management with relevant experience in delivering asset-based programs and projects.
 - Experience in working in a team environment and inter disciplinary environment.
 - Experience in developing a positive rapport and collaborative relationships with internal and external stakeholders to achieve program goals.

Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.



Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).

KEY SELECTION CRITERIA

- Demonstrate knowledge and experience in coordinating the delivery of capital works projects in a local government context.
- Proven ability to work as a sponsor's representative, with a track record of compliance with project governance, project methodology, status reporting and financial expenditure tracking.
- Demonstrated experience working collaboratively and effectively with a range of stakeholders to ensure project benefits are realised.
- Demonstrated ability to identify and resolve issues and risks associated with program/project delivery.
- Excellent written and presentation skills including demonstrated ability to skilfully communicate complex information and issues to a wide variety of audiences.
- Ability to be self-directed and efficiently allocate time and resources.

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.