

Position Description

POSITION TITLE	Senior Project Coordinator – Penguin Parade Boardwalks Redevelopment Project
DEPARTMENT	Infrastructure and Planning
REPORTS TO	Projects and Planning Manager
DIRECT REPORTS	Wildlife and Habitat Project Officer
SALARY	Salary
WORKING ARRANGEMENT	A blend of in-office, on-site and remote work
REVIEWED	December 2024

OUR ORGANISATION

As a leading conservation and sustainable tourism organisation, we are privileged to manage over 1,980 hectares of reserves, wetlands, and woodlands across Millowl, and recognise that many of these areas hold deep cultural and spiritual significance for Aboriginal people.

Our employees undertake a range of duties across multiple, diverse disciplines and our culture promotes:

- Positive and interactive working environment where team members collectively strive for the organisation's ongoing success.
- Diversity and inclusion and respect each other's diverse skills, experience and backgrounds
- Fostering a safe and inclusive culture for all including Aboriginal and Torres Strait Islander Peoples, people with disabilities, people that identify as LGBTQIA+, and disadvantage groups.
- Flexible work arrangements for our team, including during pregnancy, for parents, carers, people with disabilities, and team members impacted by family violence.

Through our Reconciliation Action Plan, we acknowledge the true history and their continued connection to place as we work and walk together.

The Nature Parks is a child safe environment and have zero tolerance for child abuse and together work to protect children from all forms of harm.

POSITION PURPOSE

The Senior Project Coordinator is responsible for delivering the Penguin Parade Boardwalks redevelopment project. The role ensures effective planning, budgeting, procurement, contract management, coordination and oversight of the redevelopment and replacement of Penguin Parade infrastructure to improve the visitor experience, safety and accessibility.

Our Purpose

Why we are here

To protect nature for wildlife and inspire people to act

Our Vision

What we want to be

A place where conservation and ecotourism excellence inspire people to actively protect the environment

Our Values

How we make choices

NATURE CONSERVATION IS PARAMOUNT

- Guided by Bunurong
- Evidence based to inform decisions
- Choose most sustainable
- Consider impact on nature first

ENGAGING EXPERIENCES

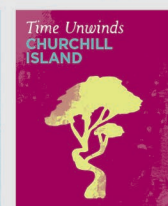
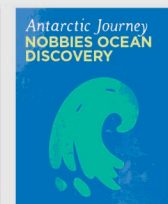
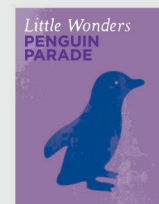
- Authentic and natural
- Welcoming and inviting
- Creative, fun and inspiring
- Act with understanding sensitivity

FUTURE FOCUSED

- Plan and think strategically
- Take initiative and be responsive
- Embrace change, flexible thinking and adaptable in our actions

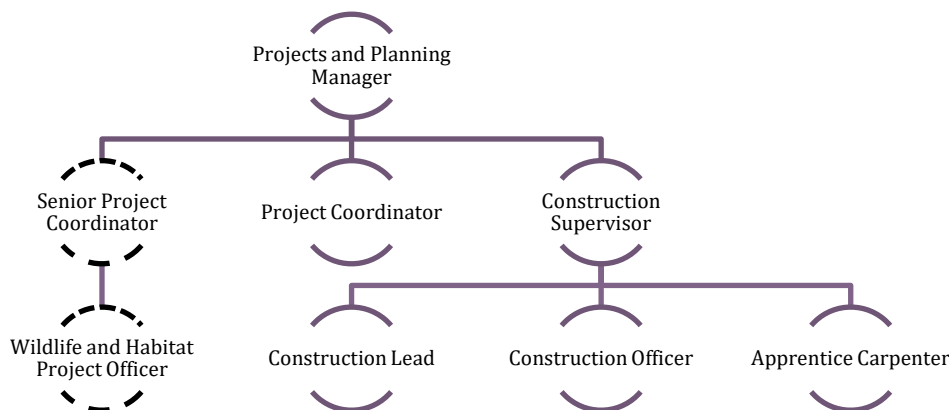
DELIVERING OUTCOMES TOGETHER

- Build strong partnerships based on trust, openness and transparency
- Deliver on our promise
- Encourage dialogue and feedback
- Empowered to work with others
- Foster culture of inclusion and safety





DEPARTMENT STRUCTURE



JOB SPECIFICATION

KEY DUTIES AND RESPONSIBILITIES

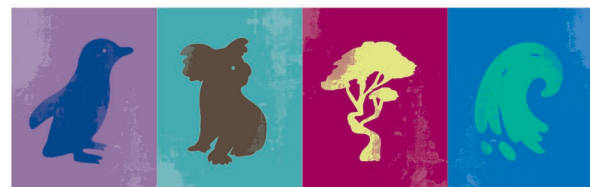
- Achieve project outcomes and objectives identified through key project deliverables
- Ensure project is delivered on-time, within scope and within budget
- Effective communication, consultation and coordination of key stakeholders, staff and contractors to deliver the project
- Manage all stages of the project lifecycle including initiation, planning, execution, monitoring and controlling and closing.
- Ensure appropriate document and data management throughout the project utilising Nature Parks systems
- Undertake all planning requirements including Cultural Heritage management plans, landowner consents and approvals, and other planning as required.
- Procurement is undertaken as required and consideration of Victorian Public Sector Construction Procurement guidelines is incorporated
- Assist in the delivery of other capital projects as required

WORKPLACE EXPECTATIONS

- Behave in a way that demonstrates our values, organisational workplace behaviour and code of conduct.
- Proactively engage in learning and development, meetings and maintaining up to date knowledge of activities and events occurring across all areas the Nature Parks
- Provide and maintain a working environment that, as far as reasonably practicable, is safe and without risks to the health, safety and wellbeing of all (employees, contractors, volunteers)
- Promote child safety at all times, report and follow child safety processes.

LEADERSHIP

- Display the values and behaviours that enhance team performance, promote a productive team environment, and foster a culture of safety and inclusion.
- Establish and sustain professional connections with colleagues and stakeholders throughout the organization to facilitate collaboration and cooperation between departments.
- Facilitate the reporting of any incidents, inappropriate behavior or suspicious activities,
- Promote the assessment of risks within the employee's area of responsibility, and take steps to minimise or eliminate identified risks to the greatest extent possible



KEY SELECTION CRITERIA

EXPERIENCE, KNOWLEDGE AND SKILLS

- Relevant tertiary qualification in Project Management.
- Extensive experience in managing large-scale infrastructure projects and leading principal contractors within operational environments throughout the project's duration.
- Experience in managing environmentally sensitive projects will be highly regarded.
- Expertise in construction procurement, with an understanding of Victorian Public Sector Construction Procurement highly regarded.
- Comprehensive knowledge of development approval process, including municipal planning schemes, Crown land management, coastal management legislation, environmental and wildlife protections, and heritage conservation requirements.
- Excellent communication, leadership, and interpersonal skills, with the ability to write clear, concise reports.
- Well-developed computer skills especially in Microsoft Project, Word, Excel, Outlook and PowerPoint.

OTHER REQUIREMENTS

Commence employment with Nature Parks and maintain current at all times.

- Relevant tertiary qualification in Project Management
- Police Check
- Working with Children Check
- Drivers' Licence

WORKING CONDITIONS

	Low < 5Kgs and/or < 2 hours duration	Moderate 5-10Kgs and/or 2-6 hours duration	High > 10kgs and/or 6-8 hours duration
Working in an outdoor environment	✓		
Sitting		✓	
Standing	✓		
Walking (including over rough terrain or stairs)	✓		
Squatting / Kneeling / Bending / Twisting	✓		
Pushing / Pulling / Lifting / Carrying / Reaching	✓		
Computer usage (Keyboard/mouse/tablet)			✓
Use tools (Shovels, hammers, and motorised hand tools)	✓		
Operate machinery (Chainsaws, Tractors, and All Terrain Vehicles)	N/A		