



Job Title: **Project Co-ordinator**

Responsible to: Managing Director

Classification:

Status: Contract

Objective

Illohra is committed to providing quality Specialist Disability Accommodation (SDA). The objective of this position is to ensure appropriate project coordination and general administration of the organisation in line with legislation and SDA standards.

Role

The Project Co-ordinator provides support and co-ordination for the development of SDA and general administrative support.

Key Responsibilities

- Support the Managing Director with administrative tasks.
- Co-ordinate projects as directed by the Managing Director.
- Uphold the rights of participants.

Administration and Reporting

- Provide business performance reporting as required.

Work Health and Safety

- Follow and promote safe work practices in line with Illohra policies and procedures
- Ensure a well maintained environment according to quality standards
- Prioritise maintenance that affects safety
- Work in a way that ensures health and safety of others in the workplace
- Ensure contractors are appropriately inducted
- Ensure residents and SIL staff are appropriately consulted/informed
- Conduct maintenance hazard assessments and follow up identified hazards

General

- Undertake other related duties as requested by the General Manager
- Undertake training as required

Contacts

Finance and Governance Manager
 Residents and their representatives
 Supported Independent Living (SIL) staff
 Local Area Coordinators / Support Coordinators
 Maintenance Manager
 Vacancy Manager
 Housing Officers
 Policy Consultant

Key Selection Criteria

Mandatory

- Demonstrated knowledge of administration and project co-ordination
- Experience in the planning, prioritising and delivery of business strategic objectives
- Experience in evaluating, engaging and managing suppliers
- Experience in gaining cooperation of stakeholders, managing competing interests and preventing/resolving conflict
- Clear and concise report writing
- Excellent communication skills to negotiate and influence successful outcomes
- Good analytical and problem solving skills
- Demonstrated flexibility and initiative
- Computer literacy
- Current drivers licence
- Understanding of SDA
- Current National Police Check
- Working with Children Check

Further Information

For further information please contact **1300 455 697 (1300 illowra)**

Privacy

By applying for this job vacancy, you consent to Illowra managing your personal information as outlined in the Privacy Policy. You are able to request, at any time, to view and update the personal information that Illowra holds about you.

Policy Matrix: Staffing	
Version	Details
V1	08 April 2019
Endorsed	Managing Director
Changes	