

Position Description

Project Coordinator - Regional Trails Master Plan

Position:	Project Coordinator - Regional Trails Master Plan
Employer:	Great Southern Centre for Outdoor Recreation Excellence (GSCORE)
Reports to:	GSCORE Executive Director
Location:	Albany, Western Australia
Status:	Full-time, Fixed-Term contract (12 months)
Salary:	\$75,000 negotiable (plus 9.5% superannuation)
Hours of work:	Monday to Friday, 38-hour week

Organisational Overview

The Great Southern Centre for Outdoor Recreation Excellence (GSCORE) was established in 2017 to support the growth and development of the outdoor recreation industry in the Great Southern region of Western Australia. We aim to create a vibrant and sustainable outdoor recreation sector through the provision of innovative training, business support and strategic planning services. For more information about GSCORE, visit our website: www.gscore.com.au.

Primary Purpose of the Role

The purpose of this position is to project manage and coordinate a broad range of tasks associated with the development of a Regional Trails Master Plan for the entire Great Southern region. This project is supported by all eleven local government authorities in the region and aims to produce a coherent and clearly outlined program of trail infrastructure development across the Great Southern region over a ten-year period (2019-2029).

Key Responsibilities

Under general direction and supervision, the Project Coordinator is responsible for coordinating day-to-day operational management and implementation of all activities pertaining to the development of a Great Southern Regional Trails Master Plan, including:

Operational Management

- Assist in the preparation of a Trails Background Report, including an audit of all existing trails and planned trails in the region and a gap analysis and evaluation of trail needs
- Assist in the preparation of the Regional Trails Master Plan and Business Cases and Concept Plans for priority projects
- Establish a network of individuals and organisations involved in trail building, construction and maintenance, to enable sharing of resources and delivery of training
- Liaise with trail researchers to develop a trail monitoring framework and protocol
- Develop a stakeholder and community engagement strategy, including promotion and media liaison
- Coordinate and facilitate community consultation sessions
- Undertake other duties as required by the Executive Director

Resource Management

- Prepare project plans, and implement, monitor and report on project progress
- Manage the project’s annual budget, including monitoring, reporting and evaluation
- Manage grant funding according to contractual requirements including reporting and acquittal
- Allocate resources to ensure effective delivery of project elements

Relationships

- Liaise with external consultants in the development of the Regional Trails Master Plan
- Provide secretariat support to the Project Management Executive Group and Stakeholder Reference Group
- Actively participate as a team member through the development of internal and external relationships

Key Relationships

WHO	WHAT
INTERNAL	
GSCORE Executive Director	<ul style="list-style-type: none"> • The position reports to this person
Project Management Executive Group (PMEG)	<ul style="list-style-type: none"> • Coordinate meetings, share information and prepare responses and reports
Student Interns	<ul style="list-style-type: none"> • Allocate day-to-day tasks and assignments as necessary to support the project
EXTERNAL	
Stakeholder Reference Group (SRG)	<ul style="list-style-type: none"> • Coordinate meetings, share information and prepare responses and reports
Local and state government departments	<ul style="list-style-type: none"> • Liaise with, provide, receive and disseminate information related to the project
Department of Local Government, Sport and Cultural Industries (DLGSC)	<ul style="list-style-type: none"> • Provide administrative assistance with joint appointments • Establish effective working relationships with DLGSC and Sportshouse staff • Comply with Sportshouse Code of Conduct
University staff and students	<ul style="list-style-type: none"> • Collaborate on trail-related research projects
Consultants	<ul style="list-style-type: none"> • Procure, coordinate and supervise to ensure projects are completed as planned, on time and budget • Maintain effective interaction and cooperation with
Community members	<ul style="list-style-type: none"> • Coordinate meetings, provide information and support to enable successful project outcomes

Decision-making

This role:

- Makes day-to-day decisions relating to work priorities and workload management for themselves.
- Takes active ownership of their own work.
- Consults with supervisor on issues with the potential to escalate or create precedent.
- Refers to supervisor for decisions that require change or fall outside standard guidelines and practice.
- Maintains efficient lines of communication.
- Works within project timelines, budgets and briefings set by the supervisor.
- Manages time effectively, prioritising and meeting deadlines.

Selection Criteria

1. Five years' or equivalent project management experience, preferably in a trail related context (e.g. conservation, land management, natural resource management, planning, engineering)
2. Considerable project management skills including the ability to:
 - Prepare clear project workflow, and define scope and goals in measurable terms;
 - Define monitoring, reporting and communication requirements;
 - Prepare accurate estimates of costs and resources;
 - Identify and monitor risks; and
 - Monitor the completion of project milestones.
3. Experience in coordinating and leading community consultation sessions using a variety of methods (e.g. workshops, forums, surveys, social media, pop-up stalls, etc).
4. Excellent interpersonal skills, with proven community liaison, negotiation and conflict resolution skills in conjunction with a strong customer focus and the ability to negotiate win-win outcomes.
5. Good written and verbal communication skills including proficiency in Microsoft Office.
6. Ability to think creatively and strategically to maximise the delivery of the project.
7. Ability to organise and prioritise a varied workload, and work under pressure and to tight deadlines.
8. Tertiary qualification in a relevant discipline and/or experience working in a relevant field.

Additional Information

- 'C' Class Driver's Licence is required
- Willingness to travel and on occasions to work outside of business hours

Certification

As the occupant of this position, I have noted and agreed to the values, statement of duties, responsibilities and other requirements as detailed in this document.

Name: _____ Signature: _____

Date: _____

Manager: _____ Signature: _____

Date: _____

Information for Applicants

Project Coordinator - Regional Trails Master Plan

Eligibility:

Only Australian citizens or permanent residents may apply.

Contract:

The position is a fixed-term project-based contract for 12 months.

Award:

Whilst most conditions are covered in the employment contract, all other matters fall within the National Employments Standards.

Hours of Work:

Monday to Friday, fulltime (based on a fulltime average of 38 hours per week).

Package:

Salary: \$75,000 negotiable (plus 9.5% superannuation) dependent on skills and experience.

Annual Leave:

4 weeks annual leave to be taken during the contract period on accrual. Note: leave loading is not applicable to contracted employees.

Personal Leave:

Personal/carer's leave as per the National Employment Standards.

Probationary Period:

3 months probationary period applies.

Vehicle:

Staff member will have access to a Department of Local Government, Sport and Cultural Industries (DLGSC) pool vehicle (subject to approval) during ordinary working hours for work purposes.

Further Information:

Applicants are encouraged to contact the GSCORE Executive Director for a confidential discussion via email: info@gscore.com.au or telephone 0429 018 231.

How to Apply:

Applications for this position close at **5pm WST on 11 January 2019**. Please forward your application directly addressing each of the Selection Criteria in a two-page cover letter, a personal resume (no more than 5 pages), and contact details of three work-related referees:

<p>Via post to: 'Private and Confidential' Dr Lenore Lyons Executive Director Great Southern Centre for Outdoor Recreation Excellence 5/22 Collie Street Albany WA 6330</p>	<p>Via email to: info@gscore.com.au, with the subject line 'Private and Confidential'</p>
--	--

