

**POSITION DESCRIPTION – Junior Project Manager / Project Coordinator****Part 1 – Expectations for Your Role**

Position	Junior Project Manager / Project Coordinator
Service / Program	Organisation Enablement – Infrastructure
Industrial Instrument	Each Enterprise Agreement 2024
Instrument Classification	Support Services - Level 4
Reports to	Head of Projects
Effective Date	August 2026

Key Deliverables

Project Delivery and Coordination

- Support the planning, coordination, implementation and delivery of projects.
- Develop and maintain project schedules, action registers, project plans and documentation.
- Support the implementation of project governance and project management methodologies.
- Ensure projects are delivered within agreed timeframes, quality expectations and approved budgets.
- Support infrastructure, refurbishment, fit-out, relocation and workplace improvement projects, including site preparation, implementation, FF&E installation, operational readiness and project handover activities.
- Coordinate project meetings, site inspections, implementation activities and project handovers.
- Assist with project communications related to site works and operational impacts.
- Support delivery of project milestones and outcomes in accordance with funding agreements and contractual obligations.
- Assist with milestone reporting, funding body reporting, project acquittals and evaluation activities.
- Support project close-out activities, including documentation, evaluation, lessons learned and transition of completed projects into operational environments.
- Coordinate defects management activities, including tracking, contractor follow-up and close-out of outstanding items.
- Support preparation of project and governance reports

Stakeholder Engagement

- Develop and maintain positive working relationships with stakeholders across the organisation.
- Coordinate project meetings, workshops, consultations, and stakeholder engagement activities.
- Prepare agendas, meeting minutes, presentations, reports, and project communications.
- Support communication, change management and stakeholder readiness activities associated with project delivery.
- Assist with managing stakeholder expectations and addressing project-related enquiries.

Financial Administration

- Assist with maintaining project budgets, expenditure forecasts and financial reporting.
- Support procurement administration, including purchase orders and order tracking.



- Review and code invoices against approved purchase orders, contractor fee proposals, quotations and contracts.
- Coordinate invoice approvals in accordance with delegated authority requirements and facilitate submission to Accounts Payable for processing and payment.
- Track invoice status, commitments and project expenditure records.
- Maintain accurate financial records and supporting documentation for project reporting, audits and funding acquittals.
- Collate financial information and supporting evidence for project acquittals and funding reports.
- Identify and escalate budget variances, discrepancies and emerging financial risks to the Head of Projects.

Procurement and Contractor Coordination

- Support procurement activities in accordance with Each's procurement framework, including sourcing quotations and maintaining procurement records.
- Assist with the engagement and coordination of suppliers, consultants and contractors.
- Support contract administration, vendor communications and the monitoring of contractor deliverables.

Risk Management and Workplace Health & Safety

- Assist in identifying, monitoring and mitigating project risks and issues.
- Maintain risk and issue registers and support the implementation of mitigation strategies.
- Ensure project activities comply with organisational policies, legislative requirements and WHS obligations.
- Report hazards, incidents and risks, and support contractor compliance with WHS requirements.

Continuous Improvement

- Identify opportunities to improve project processes, systems, tools, and practices.
- Support the development and implementation of project management standards across the organisation.
- Contribute to organisational initiatives that improve efficiency, effectiveness, and customer outcomes.

Leadership, Support and Development

- Actively participate in coaching, mentoring and professional development opportunities.
- Seek guidance and apply project management, stakeholder engagement, risk management and procurement practices.
- Contribute to a culture of excellence and continuous improvement in project delivery.

Performance Measures

Success in this role will be demonstrated through:

- Project deliverables achieved within agreed timelines.
- Quality, accuracy, and completeness of project documentation and reporting.
- Effective stakeholder engagement and communication.
- Timely identification and escalation of project risks and issues.
- Effective coordination of project activities and contractors.
- Compliance with organisational policies, governance requirements, and WHS obligations.
- Effective management of project administration, procurement, and budget monitoring activities.
- Demonstrated growth in project management capability and increasing autonomy in project delivery.

Skills & Capabilities

- Strong organisation, planning and time management, written and verbal communication skills.
- Ability to manage competing priorities.



- Project coordination, problem-solving and analytical skills.
- Financial and risk awareness.
- Commitment to teamwork and continuous improvement.
- Strong stakeholder engagement and relationship management capability.
- Intermediate proficiency in Microsoft Office Suite including Word, Excel, Outlook, and SharePoint.

Experience and Knowledge

Essential

- Experience in project coordination, administration or support roles, including maintaining project documentation, plans, schedules and registers.
- Strong written communication skills, including preparing reports, meeting agendas, minutes and project communications.
- Proven ability to build and maintain productive relationships with internal and external stakeholders.
- Demonstrated ability to manage competing priorities and meet deadlines in a fast-paced environment.

Desirable

- Experience supporting infrastructure, capital works, fit-out, refurbishment, relocation or workplace improvement projects.
- Experience coordinating contractors, consultants and suppliers.
- Exposure to project budgets, expenditure tracking and financial reporting.
- Exposure to procurement, purchase order management, invoice processing and contract administration.
- Experience working within healthcare, community services, government, not-for-profit, property or facilities environments.
- Experience supporting funded projects, acquittals or compliance reporting requirements.
- Knowledge of project management methodologies, governance frameworks, reporting practices and risk management processes.
- Knowledge of building codes, statutory approvals and permit processes relevant to infrastructure or construction projects.
- Knowledge of WHS and compliance requirements within project environments.

Qualification/Registrations/Licences

- Tertiary qualification, or currently completing studies, in Project Management, Construction Management, Business or Property, or equivalent demonstrated experience.
- Current Driver's Licence and willingness to travel between Each sites.
- Current Construction Induction Card (White Card).

Physical Requirements

This role requires the ability to sit for extended periods, use office equipment, complete administrative and data entry tasks, move around the office and attend meetings, lift and carry items up to 5kg (such as laptops or office supplies), and undertake regular travel between Each sites and project locations, with occasional interstate travel required to support project delivery, stakeholder engagement, site inspections, and implementation activities.

Why we include physical requirements in our Position Descriptions

We list the physical requirements of a role to ensure transparency and to support equitable access to employment. This information helps candidates understand the nature of the role and identify any workplace adjustments or supports they may need to thrive in it. Our aim is to create an inclusive environment where everyone can perform their role safely and effectively, with the right accommodations in place.

If you have specific access needs or would benefit from adjustments to the recruitment process or the role itself, we warmly encourage you to let us know. We're committed to working with you to find solutions that support your success.

**POSITION DESCRIPTION - Employee****Part 2 – Expectations for Our Team**

At Each, we are committed to improving lives and strengthening communities through a range of health, disability, housing, counselling, and mental health services. With a dedicated team of over 1,500 employees and 250 volunteers, we aim to create a positive impact, empowering individuals to live healthier, happier lives.

Our vision is for everyone to live well, and we strive for a healthier, more equitable future through innovation, advocacy, and community engagement.

We care. We listen. We learn. We deliver. Altogether better care.

Expectation of Employees

Employees are expected to work collaboratively with team members and other Directorates, contributing to both individual and community outcomes. They must model Each's values, ensuring an inclusive, safe, and engaging culture.

Employee Responsibilities

An Each employee is responsible for:

- Ensure quality, safety, and risk management to protect staff, customers, and the community.
- Collaborate with team members and stakeholders to achieve positive outcomes.
- Create a safe, respectful environment that fosters growth, learning, and wellbeing.
- Track progress and outcomes to meet Each's goals and performance targets.
- Work within professional boundaries and program guidelines.
- Demonstrate leadership behaviours and serve as an ambassador of Each.

Quality

Employees must engage in continuous improvement, comply with legislation and accreditation standards, and maintain the necessary skills and knowledge for their role.

Safety & Wellbeing

All Each employees are responsible for their own health and safety, as well as that of others, in line with OH&S legislation and Each's policies.

Child Safe Commitment

Each is dedicated to creating a child-safe environment, with zero tolerance for child abuse. Everyone is responsible for protecting and reporting any suspected child abuse, ensuring the safety and well-being of children involved with Each.

Inclusion and Diversity Commitment

Each is dedicated to an inclusive and diverse workplace where everyone is valued and respected. All staff are expected to promote inclusivity, embrace diversity, and foster a collaborative environment, ensuring a safe and supportive workplace for all.

Key Selection Criteria**Skills & Behaviours**

- Adhere to Each's Behavioural and Performance Standards.
- Strong communication and interpersonal skills for building relationships.
- Collaborative team player with a positive attitude.

Desirable Experience, Knowledge, and Qualifications

- Relevant tertiary qualifications.
- Proven collaborative teamwork skills.



- Understanding of the Not-For-Profit and Health sectors.

Mandatory Competencies/Licences

- Criminal History Check and Employee Working with Children Check (as required).
- National Worker Screening Check (if required for the role).
- Entitlement to work in Australia

Expected Behaviours for all Each Staff

- Act in accordance with Each's Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.
- Promote a safety-first culture and adhere to health and safety policies.
- Ensure Each Great Care is put through its PACES (Person-Centered, Accessible, Connected, Effective and Safe).
- Support a zero-tolerance stance on abuse, neglect, and discrimination.
- Foster an inclusive, collaborative work environment, prioritizing customer needs.
- Contribute to teamwork, innovation, and continuous improvement.
- Engage in continuous learning and complete all mandatory training on time.