

Position Description

Project Coordinator Problem Waste

Location	NSW Hunter Region (Thornton)
Date position description approved	31 May 2024

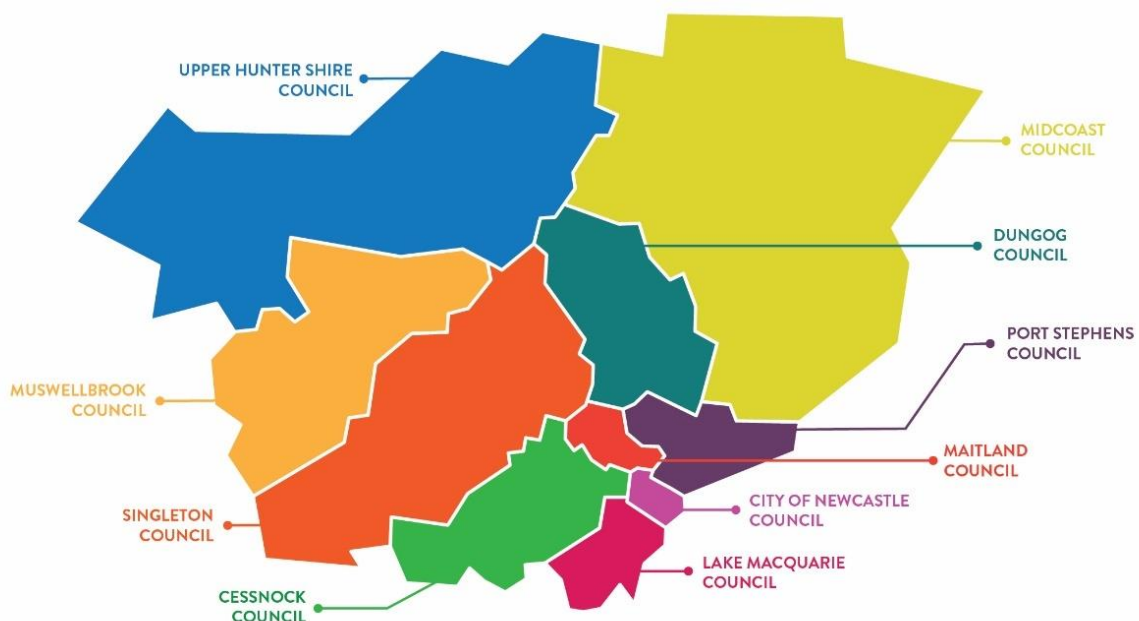
The Organisation

The Hunter Joint Organisation (Hunter JO) is a collaborative organisation of the ten Councils of the Hunter region of New South Wales that facilitates the delivery of strategic advocacy and program outcomes for the entire region. Our principal statutory functions include:

- Regional strategic planning and priority setting
- Intergovernmental collaboration
- Shared regional leadership and advocacy.

Being a hub for local government collaboration, the Hunter JO provides a united and local voice for communities throughout the Hunter region. The Hunter JO is a growing organisation, with an exciting and diverse range of advocacy initiatives and programs that are delivering real outcomes for our region.

The Board of the Hunter JO comprises the Mayors of the ten Councils of the Hunter Region.





Our values

Collaboration is key to our success. It allows us to create innovative solutions, efficient processes, improved culture, and is a defining strength for our organisation. Our focus on place-based leadership and collaborating with Councils, government, industry and community partners on the region's key issues and priorities makes the Hunter JO a dynamic, innovative and exciting organisation in which to work.

Purpose of the Role

The role is primarily responsible for coordinating delivery of the Hunter and Central Coast Regional Illegal Dumping Program, and providing support to the implementation of the Regional Waste Program. The role may also provide support to the broader range of projects being delivered by the Hunter JO in its priority focus areas: Connectivity; Resilience; Jobs and a Growing Economy; and Liveability.

The role will work closely with other JO staff and a wide range of external stakeholders including member Councils, State Government agencies, research institutions, business and community groups.

Key functions of the role include stakeholder engagement and management; research and analysis; and project planning, coordination and delivery, that contribute directly to implementation of regional projects and initiatives being delivered by the Hunter JO.

Key Responsibilities of the Role

- Coordinate and facilitate multi stakeholder project committees and working groups to build collaboration in the delivery of regional projects.
- Engage and manage consultants, contractors, project partners and stakeholders to ensure projects are delivered within established parameters, timeframes and budgets
- Contribute to organisational project management and reporting systems to monitor and ensure delivery of projects within available finances and timeframes, and to pre-emptively identify and manage emerging risks.
- Prepare and deliver workshops and capacity building events with member councils and key stakeholders to build awareness, capacity and commitment to participate in the delivery of regional projects
- Prepare project proposals, business cases and grant applications to continue and expand the number of projects being delivered by the Hunter JO
- Any other accountabilities or duties as directed by your supervisor which are within the employee's skill, competence and training.

Key challenges

- Working in a complex and time constrained environment.
- Managing multiple projects with conflicting priorities.



- Understanding and responding to the diverse priorities the member councils and various project stakeholders.
- Pre-emptively identifying and managing emerging risks.

Key relationships

Who	Why
Internal	
Hunter JO Board	<ul style="list-style-type: none"> • Provide advice and reports on the status of project delivery.
Hunter General Managers Advisory Committee	<ul style="list-style-type: none"> • Provide advice and reports on the status of project delivery.
Manager	<ul style="list-style-type: none"> • Liaise and report regularly on the focus, planning and delivery of day-to-day work program. • Collaborate on the development of project plans and their delivery • Provide advice and reports on the progress and effectiveness of project delivery. • Identify emerging issues/risks and their implications and propose solutions
Hunter JO Policy and Programs Team	<ul style="list-style-type: none"> • Communicate regularly on the focus, planning and outputs of project initiatives. • Collaborate on the design and development of project plans and work programs.
External	
Council staff (Hunter JO Member Councils)	<ul style="list-style-type: none"> • Facilitate engagement and collaboration to deliver regional project initiatives.
Other Joint Organisations, peak advocacy bodies, and regional advocacy groups	<ul style="list-style-type: none"> • Facilitate engagement and collaboration to deliver regional project initiatives.

Reporting

Reports to	Program Lead
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Essential Requirements

1. Tertiary qualifications in environmental management, science, health, planning or related discipline.
2. Demonstrated experience in project management including engagement and management of consultants, contracts, budget management, and identifying and pre-emptively managing project risks, project reporting, and liaison internally and externally to deliver project outcomes.
3. Ability to work independently, and to exercise initiative and problem-solving skills, including the prioritisation and management of own work schedule.
4. Excellent interpersonal and stakeholder management skills, including the ability to confidently liaise with a wide variety of internal and external partners, and stakeholders.
5. Excellent facilitation skills, including the ability to organise, deliver, and document outcomes from meetings, forums, and workshops.
6. Ability to undertake research, analyse outcomes, and communicate findings to various technical and non-technical audiences.
7. High level competence with various software packages, for example but not limited to Outlook, Word, PowerPoint and Excel.
8. Class C NSW Drivers licence

Desirable Requirements

1. Technical expertise relevant to the focus areas of the Hunter JO Strategic Plan
2. Experience working with local, regional, state or federal government organisations.
3. Experience in identifying and applying for successful grant applications, including research, stakeholder engagement and professional communications.