

# Position Description

## Senior Projects Coordinator

<b>Location</b>	<b>NSW Hunter Region (Thornton)</b>
<b>Date position description approved</b>	<b>25 May 2026</b>

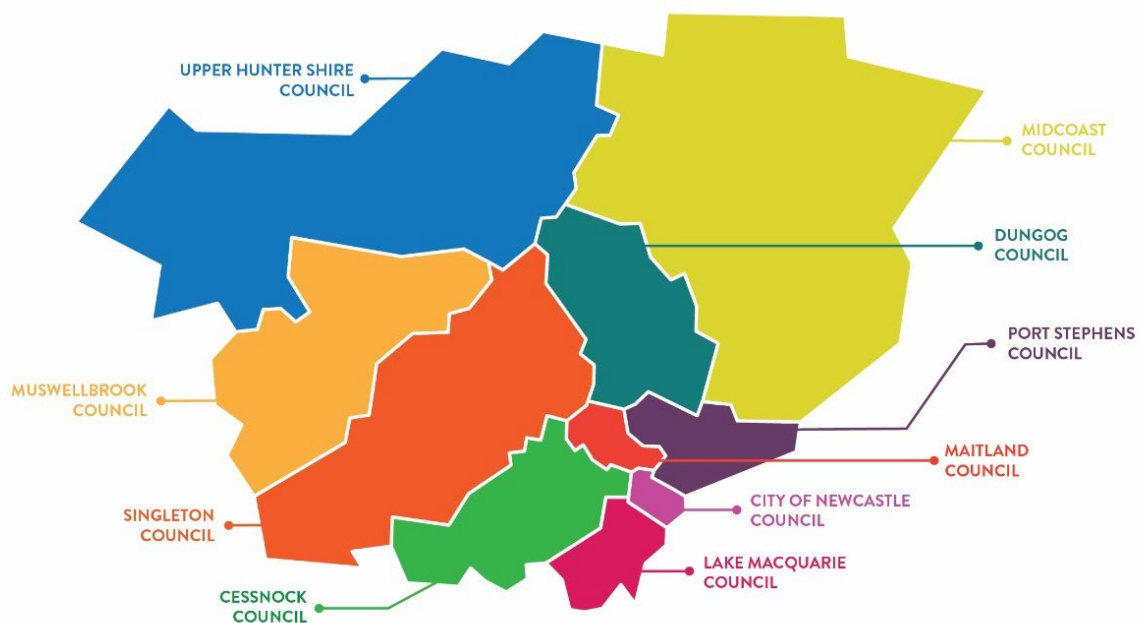
### The Organisation

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 delivers 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 will be responsible for coordinating delivery of regional collaborative program work and evidence-based advocacy across six regional focus areas: Housing & Population Growth; Economic Transformation & Jobs; Infrastructure & Connectivity; Environmental Sustainability & Resilience; Financial Sustainability & Funding Reform; Community Liveability & Wellbeing.

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 scale projects and initiatives being delivered by the Hunter JO.

## Key Responsibilities of the Role

### Project management

- Plan and directly project manage the delivery of regional projects, and support the delivery of other projects within the organisation as required.
- Coordinate multi stakeholder committees and working groups to build collaboration in the delivery of regional projects, including the establishment and operation of project working groups / expert reference groups comprising member councils, state government agencies and other relevant organisations.
- Engage and manage consultants, contractors, project partners and stakeholders to ensure regional projects are delivered within established parameters, timeframes and budgets.
- Monitor, manage and report on budget expenditures to ensure delivery of projects within available finances and timeframes.
- Prepare and deliver workshops and presentations with member councils and key stakeholders to build awareness, capacity and commitment to participate in the delivery of regional projects.
- Ensure organisational compliance with grant administration obligations including regular progress reporting of delivery milestones and expenditure.
- Prepare project proposals, business cases and grant applications to expand the number of projects being delivered by the Hunter JO.
- Track and report project progress.



## Key challenges

- Working in a complex and time constrained environment.
- Managing multiple projects with potentially conflicting priorities.
- Representing the diverse priorities all the member councils and advocating to other levels of government.
- Understanding and ensuring an equitable outcome for all member councils with a regional perspective.
- Pre-emptively manage emerging risks.

## Key relationships

Who	Why
<b>Internal</b>	
Hunter JO Board	<ul style="list-style-type: none"> <li>• Provide advice and reports on the progress and effectiveness of programs.</li> </ul>
Hunter General Managers Advisory Committee	<ul style="list-style-type: none"> <li>• Provide advice and reports on the progress and effectiveness of programs and /or potential issues impacting member councils.</li> </ul>
Line Manager	<ul style="list-style-type: none"> <li>• Liaise regularly on the focus, planning and delivery of day-to-day program / project initiatives and priorities.</li> <li>• Collaborate on the development of strategic program and operational project plans and work programs.</li> <li>• Provide advice and reports on the progress and effectiveness of program / projects delivery.</li> <li>• Identify emerging issues/risks and their implications and propose solutions</li> </ul>
Hunter JO Team	<ul style="list-style-type: none"> <li>• Communicate regularly on the focus, planning and delivery of day-to-day initiatives.</li> <li>• Collaborate on the development of strategic program, operational project plans and work programs.</li> <li>• Collaborate to identify advocacy opportunities generated through the team's regional policy and program work.</li> <li>• Collaborate to develop and progress regional program / project opportunities that harness the knowledge and skills held within the team.</li> </ul>
<b>External</b>	
Council staff (Hunter JO Member Councils)	<ul style="list-style-type: none"> <li>• Support, lead and facilitate engagement to build and deliver collaborative regional programs and capacity building initiatives in line with the Hunter JO's strategic priorities.</li> </ul>



Who	Why
Other Joint Organisations, State and Commonwealth Government Agencies and relevant stakeholder organisations.	<ul style="list-style-type: none"> <li>Lead and facilitate engagement to build and deliver collaborative regional programs and capacity building initiatives in line with the Hunter JO’s strategic priorities.</li> </ul>

## Reporting

<b>Reports to</b>	Director of Programs
<b>Direct Reports</b>	Nil

## Essential Requirements

1. Tertiary qualifications in environmental management, science, health, planning or related discipline.
2. Project Management skills including, engagement and management of consultants, contracts, budget management, project planning and identifying and pre-emptively managing project risks, project reporting, and liaison internally and externally to deliver project outcomes.
3. Demonstrated experience in successfully coordinating and facilitating multi stakeholder networks, committees and working groups to build collaboration in the design and delivery of regional projects and initiatives.
4. Ability to work independently, and to exercise initiative and problem-solving skills.
5. Considerable understanding and experience in implementing projects across a range of focus areas relevant to the Hunter JO Strategic Plan. For example, but not limited to:
  - Environmental Sustainability & Resilience (environmental management, net zero, sustainability, climate adaptation & risk assessment, disaster preparedness)
  - Economic Transformation & Jobs (circular economy, economic development and evolution, visitor attraction)
  - Infrastructure & Connectivity (strategic transport planning, digital connectivity).
6. Demonstrated skills in researching technical issues, analysing outcomes, and communicating the research findings to various technical and non-technical audiences.



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7. Demonstrated skills in preparing (including writing content) of professional guidance and communication resources, including briefing materials, professional, guidelines, training resources, and communication / engagement materials.
8. High level competence with various software packages, for example but not limited to Outlook, Word, PowerPoint and Excel.
9. 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.