WATERLINE

CERTIFIED | EXPERIENCED | ENGINEERING

POSITION DESCRIPTION

Position title:
Project Coordinator

Team Lead:
Operational Support Team Lead

Employment type:
Full-time

Date:
February 2023

POSITION DESCRIPTION

POSITION TITLE:	REPORTS TO:
PROJECT COORDINATOR	**OPERATIONAL SUPPORT TEAM LEAD**
	Or such other person/s as the company may nominate from time to time.

POSITION SUMMARY

As Waterline's Project Coordinator, your primary focus will be on coordination and management of jobs and projects. This position supports the Operational Support Team Lead in all aspects of the team's responsibility to deliver projects and jobs under its management and will also support other Team Leads where it is identified that job or project administration is required for jobs under their management.

Due to the varying levels of projects and jobs that are currently undertaken by Waterline this can vary dependent upon the job itself but can include scoping, quoting, planning, managing project financials, monitoring hours, resourcing, invoicing, reporting, and providing support to the internal and external clients as required. This includes management / coordination of projects through their lifecycle.

You will be at times required to assist with DAAS and DMS jobs. This will include management of the internal and external clients, management of DAAS and DMS standards, client standards and drafting, drawing requirements, manage DAAS and DMS projects reporting dashboard and quality assurance for all projects.

In addition to the above you will be required at times to be a resource on a job which may include data entry, scheduling and report writing or anything within your skill set that may be required.

POSITION DETAILS	*Description of duties and responsibilities*
PROJECTS	Work across the project's lifecycle as required by the projects' Team Lead. This can include the following: - • Project scoping and project quoting • Project scheduling (scope and resourcing) • Project administration and reporting as defined by the requirements of the project • Project execution, planning, co-ordination, and management • Project cost controls budget, and financials management • Project communications with both internal and external stakeholders • Project close out and reviews

DMS AND DAAS	Work across the whole DAAS and DMS lifecycle. This can include the following: -
	• Waterline job project co-ordinator for DAAS and DMS projects • Manage the systems, and where required develop new systems or processes to improve project effectiveness and efficiency • Client reporting on all projects at a frequency to be agreed upon, on a job-by-job basis • Manage budgets for all projects and prevent budget overrun by, reporting any estimated overspend to the client to gain a solution. ie, PO variation, hold on to work until the following month • Understanding of design processes and the design lifecycle
BUSINESS DEVELOPMENT AND SALES	Regular involvement in all aspects of business development including:
	• Secure growth opportunities and initiate new projects • Attending client meetings and taking briefs to develop project scopes that meet client needs • Regular interactions with client and other business stakeholders • Maintaining relationships with existing clients by delivering excellent service
REPORTING	• Daily inputting of time sheets in our time sheets system before 07:00 each day • Weekly updates of proposed work tasks for the week and prioritisation • Weekly update of completed task, major blockers, and important goals • Client reporting at a frequency agreed upon by the specific project

As well as any other task or duties for which you may have the skill, knowledge and/or training that is required of you from time to time.

QUALIFICATION/S AND EXPERIENCE

DESIRABLE QUALIFICATION/S • **ANY PROJECT MANAGEMENT QUALIFICATIONS**	**Essential Experience** • 3+ years of experience working as a Project Coordinator or Project Administrator • Scheduling using MS Project or similar **Desirable Experience** • Exposure to Australian Industry (including Mining, Energy, Chemicals, Oil & Gas) • Experience working with Engineering teams

ESSENTIAL COMPETENCIES (KNOWLEDGE, SKILLS AND ATTRIBUTES)

- Demonstrated project engineering or project management skills including strong self-discipline and time management skills
- Key stakeholder management using effective communication skills
- Ability to deliver results under pressure
- Willingness to learn about our clients' businesses and markets so you:
  - understand our clients core business outcomes
  - understand how to present Waterline to our clients in a relevant context
- Flexible attitude to rapid changing project requirements
- Pragmatic approach to client problems
- Demonstrate effective organisation, planning and attention to detail
- Excellent report writing and presentation skills
- Effective problem-solving capabilities
- Ability to interpret Standards, Legislation, Acts and Codes
- Ability to work both collaboratively and independently
- Appropriate handling of confidential information

ESSENTIAL BEHAVIOURS

Your behaviour must be consistent with Waterline's values.

- **Driven—Approach with enthusiasm**
  - Strive to deliver quality results with enthusiasm
  - Honour your commitments

- **Authentic—What you see is what you get**
  - Be true to yourself and each other

- **Empathetic—Put yourself in their boots**
  - Appreciate the realities of being on site
  - Care about our clients, colleagues, and communities we live and work in

- **Supportive—Got your back**
  - Share the load for our collective success
  - Act as an extension to each other's teams
  - Support each other in our work and personal lives

KEY RELATIONSHIP WITH

INTERNAL:

- Operational support
  - Job managers and colleagues working on projects
- Other discipline teams (Mechanical, Electrical, Civil/Structural)
  - Colleagues on projects
- Business Support
  - IT

EXTERNAL:

- Clients

o Marketing and Communications • Strategic Growth o Strategic growth team members	