

## Position Description

<b>Title:</b>	Infrastructure Project Coordinator
<b>Unit:</b>	Business Services
<b>Reports To:</b>	Administration Manager
<b>Time Fraction:</b>	Full time
<b>Employment Status:</b>	12 months contract
<b>Salary:</b>	\$60 – 65,000
<b>Location:</b>	17 – 23 Sackville Street, Collingwood

### Organisational Overview

VACCHO represents 30 Aboriginal Community Controlled Organisations (ACCO's) throughout Victoria, which make up the VACCHO Membership. VACCHO was established in 1996 and is recognised by State and Federal governments as the peak body to co-ordinate and represent Aboriginal health organisations and community views on Aboriginal health issues in Victoria.

VACCHO's primary principles of operation are community control and self-determination of health service provision to Aboriginal people in Victoria.

### VACCHO Strategic Goals

- Aboriginal Cultural Qualities
- Quality Workforce
- Quality Services
- Quality Infrastructure
- Quality Partnership & Networks

### Unit Overview

The Business Services Unit comprises of the Executive, Member Support, Administration, Finance, Operations, Communications, Human Resources, Quality, Risk and Compliance, Sector Quality Improvement and Business Shared Services.

### Role Overview

This position will be primarily responsible for maintaining asset management, building maintenance and capital improvement programs. This will also include project management of the operational ICT, security, telephony and vehicle fleet.

### Key Responsibilities

#### *Project coordination*

- Project coordination around the development and rollout of key organisational business systems, including LMS, CRM

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**Operational management**

- Operational oversight of VACCHO’s assets, e.g. vehicle fleet, ICT, telephony fleet
- Security activities within scope of authority
- Periodically review and maintain policies, strategies, procedures and systems of VACCHO infrastructure assets

**Suppliers and stakeholders relationships**

- Build and maintain effective working relationships with suppliers and stakeholders
- Coordinate preferred supplier processes to ensure VACCHO receives best value for money when replacing or planning to purchase new assets or building maintenance
- Periodically test the market

**Other duties**

- Chief Fire Warden responsibilities, including coordinating regular training sessions for wardens and running drills for the building
- Must attend regular OH&S meetings
- Work within the Business Services Team as an effective team member, providing assistance and support to the Unit as required to meet Unit objectives
- Undertake other duties which are appropriate to the level of the position, as directed by the Administration Manager and Business Services Director to meet unit objectives.

**Compliance with VACCHO Standards**

- VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait to apply for all positions advertised (*Equal Opportunity Act 2010*)
- VACCHO requires all employees to comply with all work health and safety rules, regulations and relevant Codes of Practice (*Victorian Occupational Health and Safety Act 2004*)
- VACCHO is accredited and requires employees to understand the requirements of quality systems and continuous improvement (*ISO 9001*)
- VACCHO requires employees to adhere to a *Code of Conduct*, including commitment to confidentiality and conflict of interest declarations

**Other Employment Related Information**

- A National Police Records Check is required as a condition of employment.
- Must hold a current Drivers licence

**Key Selection Criteria**

**Skills/Experience**

- Understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control
- Ability to work or learn to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as mainstream health organisations
- Ability to act with respect, honesty, integrity as well as maintain confidentiality at all times
- Demonstrated experience in Asset management and facilities management

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- Experience in managing suppliers and external contractors, strong customer service skills
- Experience with management of assets, tenders, maintenance programs and project management
- Ability to identify and solve problems by providing appropriate recommendations, be self-motivated with ability to work independently and as an effective team member
- A flexible approach, with strong organisational and planning skills, including the ability to effectively manage time and workload, prioritise tasks, and meet changing circumstances, competing demands, interruptions and tight deadlines
- Excellent interpersonal and communication skills to liaise effectively with a wide range of people and develop and maintain effective working relationships at all levels
- Knowledge and/or experience using Microsoft applications (e.g., Microsoft Word, Excel and Outlook) combined with a high level of accuracy and attention to detail

**Desirable**

- Identifies as Aboriginal and/or Torres Strait Islander
- Understanding and/or work experience in OH&S related roles

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