

Position/s Description

Coordinator Project Controls (POS2803)

Directorate Department	Operations
Reports to	Director Operations
Number of Direct Reports	TBC
Position Grade	Grade 16
Employment Type	Temporary Full-time
Primary Location	33 Moore Street Liverpool
Date Approved	October 2025

Our Culture

We believe in the future of Liverpool and that our future is best described in the Community Strategic Plan (CSP).

We're a connected team with a shared purpose, determined to get the best results on the things that matter most for our community and people. We live our culture with a mindset of "A better way – every day."

**WORKING
TOGETHER**



**COMMUNITY
FOCUS**



ACCOUNTABILITY



**GROWTH &
DEVELOPMENT**



INNOVATION



Intent and Primary Purpose of the Position/s

To analyse, coordinate and contribute to controls for key projects under Western Sydney Grants Infrastructure Program (WSIGP) on time and on budget across one of four key projects: Light Horse Park, Carnes Hill Aquatic Centre, Brickmakers Creek and Strategic City Scapes (Railway, Scott, and Macquarie). This role extends to periodic reporting across key Council Infrastructure Projects and Programs.

Project Controls in this Context is the coordination, contribution, analysis, delivery, and embedment of:

- An integrated and costed program managed on Primavera P6 (or other)
- A quantitative Project Risk Register (PRR)
- A Project / Program Schedule Risk Analysis (SRA) capability
- A Major Project Status Report (MPSR)
- The Delivery Management Office (DMO) and all its functions for (WSIGP) and the Wider Major Projects Portfolio

To deliver the program of Projects and Programs on time, within budget and of the highest quality against the agreed scope.

Position Outcomes and Accountabilities	
Outcomes Delivered	Performance Standard
Timely reporting of landmark projects in the WSIG portfolio, ensuring delivery across quality, time, safety, environmental, risk, issues and cost dimensions.	Reports are accurate, timely, transparent, compliant, and meet all program and governance requirements.
Effective program and project controls across the WSIG Program and other key projects.	Controls are delivered in line with specifications, standards, legislative requirements, grant conditions and stakeholder expectations.
Development and adoption of best-practice DMO approaches for future Council project delivery.	DMO artefacts, systems and processes are implemented, understood, and consistently applied across relevant teams.
Informed responses and solutions to risks, political sensitivities, community expectations, lifecycle costs, environmental issues, and organisation-wide impacts.	Issues are identified early, managed proactively and communicated with clarity and sound judgement.
Effective oversight of risk management including variations, issues, change control and maintenance of project-specific PRRs.	Risk registers are maintained, accurate and reflective of project complexity and exposure.
Strong stakeholder engagement and communication using the intent of IAP2 methodology.	Stakeholder relationships are effective, collaborative, and support positive project outcomes.
Management of the project controls team.	Team deliverables are met; staff are supported, aligned, and performing competently.

Decision Making Authority and Responsibilities	
Decision Making	• Decisions with delegated authority as granted by CEO. • Decisions with delegated authority as granted by CEO or Director Operations (including via WestInvest Project Deeds). • Authority to sign correspondence related to the project. • Authority to issue instructions or orders to the project support team and/or contracted staff.
WHS Responsibilities	• Comply with WHS legislation, Council policies and procedures. • Identify, assess and report WHS risks related to project delivery. • Promote a safe working environment within the project controls team.
Financial Delegation	• As per relevant delegation schedules. • Expenditure above delegation is referred to Director Operations/Executive.

Key Relationships	
Who	Why
CEO and Directors	Provide updates, seek guidance and ensure alignment with organisation priorities.
Director Operations	Strategic oversight and project governance.
WSIG Senior Program Manager	Program-level coordination and escalation.
WSIG Project Managers & Project Managers	Collaboration on delivery, risk, reporting and controls.
Project Coordinators & Project Support Teams	Daily coordination, delivery and monitoring of project controls.
Internal & External Stakeholders	Engagement, consultation and communication (IAP2-aligned).
Councillors and Community	Provide project information and address sensitivities when required.

Position Requirements	
Qualifications, Knowledge, Skills and Experience	
Essential:	• Recognised qualifications and/or extensive experience in project management reporting for large, complex organisations. • Proven experience working within a Delivery Management Office (DMO). • High competence with project scheduling and risk management tools and systems. • Demonstrated experience guiding a multi-disciplinary PMO to enable project delivery. • Proven ability to lead, influence and motivate others during organisational change. • Experience developing and delivering Project Management Framework artefacts. • Strong stakeholder management across all levels of government and departments. • Demonstrated experience delivering projects in collaboration with executives, managers and high-level stakeholders. • Experience working with complex government reporting templates and statutory portals. • Demonstrated experience managing a diverse team to achieve project outcomes. • High-level interpersonal, written and verbal communication skills with the ability to negotiate, resolve issues and influence at operational and strategic levels. • Strong analytical skills and ability to support delivery within budget, scope, time and quality constraints. • Evidence of effective teaming skills. • Knowledge of WHS, EEO, ethical practice and diversity principles. • Knowledge of Local Government Act and relevant legislation. • Ability to work within politically sensitive environments. • Ability to interpret and implement relevant legislation and policies. • Extensive knowledge of project contract management processes.

Desirable (if applicable):

- Relevant postgraduate qualification or significant experience in project reporting and controls.
- Experience working within complex organisational structures.
- Established relationships with grant-funding entities.
- Knowledge of key priorities, opportunities and challenges in Liverpool.

Signature

By signing below, I understand the contents and expectations of this position description.

Name

Signature

Date

Capabilities for the position

The capability framework outlines the capabilities needed by everyone to work well and be effective in their position. They are expressed as behaviours to provide clarity and a common language to describing the skills and abilities to perform a position at Council.

Core Capabilities <i>Applicable to all positions</i>	Description
Developing Self	Seeks growth opportunities, embraces feedback, and enhances skills and knowledge.
Being Accountable	Takes ownership of actions, delivers on commitments, and ensures transparency and responsibility.
Acting with Integrity	Behaves ethically, upholds values, and acts in the best interest of the organisation and community.
Communicating Effectively	Expresses ideas clearly, listens actively, and tailors communication to the audience's needs.
Working Collaboratively	Works well with others, builds teamwork, and fosters a supportive environment.
Having Resilience	Bounces back from adversity, maintains positivity, and performs effectively under pressure.
Focus Capabilities <i>Most important to be effective in position</i>	Description
Commercial Nous/Acumen	The ability to apply business insight, strategic thinking, and practical solutions for competitive advantage.
Using Data for Decision Making	Collects, analyses, and interprets data to ensure evidence-based, accurate, and effective decision-making.
Influencing and Negotiating	Communicates persuasively, uses negotiation skills, builds consensus, and resolves conflicts constructively.
Thinking Innovatively and Creatively	Encourages new ideas, fosters innovation, and seeks opportunities for creative problem-solving and improvement.
Building Relationships	Establishes positive relationships, builds trust, and fosters partnerships to achieve common goals.
Delivering Outcomes	Sets ambitious goals, measures progress and adapts strategies to ensure effective achievement of objectives.
Focusing on the Community	Provides high-quality service, seeks feedback, and anticipates community needs.
Using Technology and Building Digital Literacy	Adopts technology, enhances productivity, stays updated on advancements, and promotes digital literacy.
People Management Capabilities <i>Required for leadership positions</i>	Description
Inspiring Direction and Purpose	Provides clear vision, motivates others, aligns team efforts with objectives, encourages and empowers achievement.
Managing People	Guides team members, provides feedback, recognises efforts, develops talent, and fosters an inclusive culture.
Managing Reform and Change	Drives organisational change, aligns with goals, engages stakeholders, monitors progress, and adjusts strategies.
Optimising Outcomes	Analyses processes, identifies improvements, implements strategies for efficiency, and uses data for informed decisions.
Practising Sustainability	Implements sustainable practices, balances economic, social, environmental factors, and advocates long-term sustainability goals.
Valuing Diversity and Inclusion	Promotes an inclusive environment, respects diverse perspectives, and advocates for equity and inclusion.