

Position Description	
Position Title:	Project Coordinator
Status	Full time
Classification	Contract, 12 months Fixed Term
Primary location	117 Berkeley Street, Melbourne
Date PD Adopted:	2022
PD Review Date:	2023

About Unison

Unison provides a diverse range of housing services in Victoria, including social housing, affordable housing, transitional housing and owners' corporation services.

We believe that affordable housing is the foundation on which to build a life of value, but that a good life takes more than just housing. A good life takes place in a community.

We provide affordable housing, and work to reduce disadvantage and social exclusion for people who have previously been homeless, by helping to create communities around them. Unison assists over 3,500 people each year who are homeless or at risk of homelessness.

Unison is proud to be an Equal Employment Opportunity (EEO) employer. We are committed to the safety of both our clients and staff and engaging in a diverse workforce. Unison encourages individuals of diverse backgrounds, including but not limited to, those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the LGBTIQ+ communities to join our workforce.

Vision

Communities that thrive.

Mission

Collaborate to create vibrant, sustainable communities that meet the needs of renters, owners and people who are homeless, by developing, managing and providing access to affordable housing.

Organisation values

Unison is a values-based organisation and seeks to cultivate a culture founded on quality of service delivery, responsiveness, collaboration and respect for others.

It is an environment that requires all team members to maintain high standards of work in line with our Values:

People:

We put the customer at the heart of what we do, we value each other and welcome diversity

Respect

We are respectful of all and welcome open and honest discussion

Positivity

We have a positive and dynamic approach to our work. We embrace change, learn from our mistakes and seek to find solutions

Accountability We do what we say we will do

Position Objectives

The role is responsible for the day to day coordination and delivery of maintenance and construction projects at existing property assets, including occupied premises.

Key Accountabilities

Under direction, undertake the following functions:

Project Management

- Prepare project documentation suitable for pricing, tenders and contracts using existing templates and in collaboration with external consultants where appropriate
- Coordinate procurement processes to engage contractors and consultants in line with relevant policies and procedures
- Consult with relevant authorities during required permit and approval processes and submit requested information for applications
- Collate information for funded maintenance program reporting
- Monitor and reconcile budgets, project plans, schedules, quality outcomes, and provide regular project status reports
- Administer contracts and payments, inspect and monitor project progress on or off site as required and prepare inspection reports
- Issue project documentation and purchase orders to contractors
- Communicate with contractors on a day to day basis to resolve queries and keep other Unison staff members informed of project progress
- Work within established procedures and work practices
- Routinely update databases and store relevant project documentation using Unison's shared file storage systems

Compliance and Risk

- Monitor project delivery for consistency with the relevant approvals and contractual requirements
- Ensure that contractors are aware of the Unison compliance framework and foster a culture in which they understand their role in maintaining compliance
- Participate in the due diligence process to ensure adherence and compliance with all relevant codes, acts and regulations as determined by statutory authorities and regulatory bodies. This includes but is not limited to the Building Act and Occupational Health and Safety Act.
- Update project risk assessments in accordance with the organisation's policies and procedures and reported appropriately

Stakeholder Relations

- Establish regular channels of communication with other Unison teams and work collaboratively to ensure operational requirements are taken into consideration, and handover is effectively planned
- Develop and maintain effective collaborative partnerships with external stakeholders

- Other duties as requested

Key Selection Criteria

Qualifications & Experience	<p>Essential</p> <ul style="list-style-type: none"> • Tertiary qualification(s) in project management, building and construction or other related discipline • Demonstrated, extensive experience and success in delivery of asset management upgrade projects • Current Driver's License <p>Preferred</p> <ul style="list-style-type: none"> • Experience working in social housing
Personal Qualities	<ul style="list-style-type: none"> • Commitment to social justice and desire to promote and model the values of Unison in all interactions with employees, tenants and clients and the broader community • Ability to work collaboratively with a wide range of stakeholders • Results oriented and metrics driven • Ability to lead by example and demonstrate a strong sense of integrity, ethics and dependability.
Knowledge and skills	<ul style="list-style-type: none"> • Strong communication and interpersonal skills and an ability to negotiate and influence a range of stakeholders • Sound decision making skills based on accurate and timely analysis • Strategic thinking, planning and creative problem-solving skill • Ability to work under pressure and manage competing priorities
Workplace Health and Safety	<ul style="list-style-type: none"> • Ensure that Unison's Occupational Health and Safety Policy and Procedures are continually observed and complied with. • All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with Unison's OHS Frameworks. • Regularly inspect own immediate work environment and report any incidents, hazards or near misses that can cause harm or that represent a threat to public safety to the relevant Manager or Supervisor. • Actively participate in hazard elimination where practical.
Safety screening	<ul style="list-style-type: none"> • This role is subject to a satisfactory National Police History check, Working with Children Check and confirmed Covid-19 vaccination. • Applicants who have lived overseas for 12 months or longer during the past 10 years are required to provide the results of an international police check.

Physical Inherent Requirements

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| Office Duties | <ul style="list-style-type: none"> • Sitting at a workstation using a computer or sitting for up to two hours at a time with breaks. |
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	<ul style="list-style-type: none"> • General office-based work such as handling files, various paperwork, attending to phone calls and stakeholder enquiries.
Driving	<ul style="list-style-type: none"> • Required to drive private or Unison owned vehicles.
Work Environment	<ul style="list-style-type: none"> • May be required to work from different sites, including offsite facilities. • Exposure to varied weather conditions.
Lifting and Carrying	<ul style="list-style-type: none"> • Infrequent lifting and carrying of items up to 5kgs.
Bending and Reaching	<ul style="list-style-type: none"> • Required to occasionally bend and reach.

Organisational Relationships

Accountable to	<ul style="list-style-type: none"> • Asset Manager
Supervises (Day to Day Operations)	<ul style="list-style-type: none"> • External contractors and consultants
Internal Liaisons	<ul style="list-style-type: none"> • Management Team • Asset Management Team • Others including Place Management and Corporate Services
External Liaisons	<ul style="list-style-type: none"> • External consultants / contractors • External project partners • Responsible Authorities (local and state government) • Other stakeholders