



Network Transformation Programme Coordinator

Statement of Accountabilities

Our purpose:

Powering a cleaner, brighter future.

Our work principles:

- People can be curious, explore new possibilities and learn in pursuit of our vision
- People feel safe to be themselves
- People can take ownership, exercise good judgement and act
- People deliver what's required to a high standard
- People support each other and work together as a team

Key relationships and delegated authority

Reports to:	Network Transformation Programme Director
Responsible for (# staff):	0 people
Internal Relationships:	Collaboration across the Orion Group
External Relationships:	Interaction with consultants, EDBs, government agencies, regulators, retailers and other industry bodies
Delegated Authority:	\$50,000

Role Objective

The Network Transformation Programme Coordinator is responsible for providing end to end coordination and support services to the network transformation programme director, project teams and working groups. Being a key member of the implementation team working collaboratively to ensure that the desired Network Transformation programme outcomes and objectives are successfully delivered.

Key accountabilities

Programme Coordination

- Developing an in-depth understanding of the programme or project scope and particulars, including but not limited to; timeframes, financials, and outcomes
- Initiating and maintaining a high level of project support for the Programme Director, project teams and working groups for the duration of the project, ensuring optimal outcomes are delivered

- Reviewing Business cases and escalating any inherent risk associated to the achievability of the work and its implications to the wider programme
- Collaborating with the Network Transformation implementation team to identify and define project uncertainties
- Developing, monitoring and/or maintaining metrics and reports customised to individual project needs, to help manage and improve management of projects
- Producing thorough project documentation ensuring information is clearly and concisely conveyed
- Distributing relevant documentation and reports to the team as required

Health and Safety

- Show a commitment to and comply with Orion's health and safety policies, systems and procedures
- Take reasonably practicable steps to ensure the health and safety of yourself and others.

Team

- Commit to achieving our vision and organisational goals
- Role model behaviours that support our work principles
- Support your team members and undertake other tasks as requested by your manager

Qualities required for the role

- Tertiary degree or equivalent body of knowledge gained through practical experience
- Certified Associate in Project Management (CAPM) or Prince2 / project Management Professional (PMP) advantageous
- Excellent communication and written skills particularly the ability to communicate clearly and concisely both verbally and visually
- Strong co-ordination, organisational and administrative skills
- Ability to connect information and tasks and provide insights
- Minimum 3 years' experience in coordinating large and/or complex projects and/or programmes
- Analytical experience to enable analysis of issues and identify exceptions
- A demonstrated ability with Information systems, with Proven experience and advanced skills in the use of the Microsoft Office suite including MS Project and Excel.