



Position Description: Capital Projects Coordinator

Position Objectives:

Coordination and support in the delivery of St Kevin's College capital works projects and other maintenance and upgrades.

Incumbent:

Reports to:

Capital Projects Planning and Delivery Manager

All St Kevin's staff are required by their position to:

- Demonstrate commitment to the College's vision and mission
- Model and promote the gospel values and understand the charism of Edmund Rice in all aspects of leadership and community life. Contribute to the delivery of strategy and plan.
- Foster a culture of excellence by supporting and driving high academic standards, innovation in teaching, and evidence-informed practice.
- Demonstrate inclusive leadership by actively promoting diversity, equity, and the dignity of all individuals
- Support collaborative decision-making by practicing subsidiarity and empowering others through shared leadership.
- Strengthen community connections through transparent communication and authentic partnerships with key stakeholders.
- Act as a responsible steward of College resources.
- Stay abreast of and comply with all College policies.

Key Responsibilities:

Leadership	● Contribute to the achievement of the College vision and goals. ● Contribute to establishing and maintaining a supportive school environment. ● Manage and uphold the College's image and brand with an emphasis on your department's punctuality, appropriate language, personal professionalism personal appearance and consideration towards others.
Project Planning, Documentation and Procurement	● Prepare, collate and update documentation and reports throughout the project lifecycle, including business cases, feasibility studies, tender documents, budgets, consultant and contractor evaluations and appointments, design management, contract administration and defects management. Conduct College site inductions for contractors and consultants relevant to your projects, or as directed. ● Foster a collaborative and positive working environment.
Project Delivery Contract Administration and Compliance	● Coordinate with architects, consultants and contractors to facilitate smooth project execution and resolve issues as they arise. ● Participate in regular site meetings to monitor project progress, quality, compliance with contract specifications and safety standards. ● Coordinate and monitor consultant and contractor compliance with relevant College compliance systems and policies. ● Conduct College site inductions for contractors and consultants relevant to assigned projects, as required. ● Work with the Governance, OHS and Risk Management Departments to coordinate project-related matters, where required.
Stakeholder Engagement, Communication and Coordination	● Ensure appropriate stakeholder engagement and consultation takes place at the relevant stages throughout the project lifecycle. ● Coordinate meetings, prepare agendas, and record and distribute meeting minutes to support project delivery and consultation. ● Foster a collaborative and positive working environment among project stakeholders, consultants, contractors and internal teams.

This position description may be amended from time to time, in consultation with the appointed candidate.



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Building and maintaining relationships	● Maintain open communication channels with internal and external stakeholders . ● Work collaboratively with all College operational departments.
Risk Management	● Contribute to a healthy and safe work environment by complying with all safe work policies and procedures, and ensuring all reasonable steps are taken to identify and manage foreseeable risks.
Child Child Safety	● Comply with the College's child-safe policy, code of conduct and any other policies or procedures relating to child safety. ● Assist in the provision of a child-safe environment for students. ● Lead regular risk assessments of College sporting facilities to ensure compliance with Child Safe Standards and contribute to a safe environment for all students. ● Demonstrate duty of care to students in relation to their physical and mental wellbeing ● Coordinate scheduled risk assessments across all sporting, outdoor and changing spaces to ensure requirements remain current and any issues are escalated and actioned.
Professional Development	● Build capacity through targeted professional learning programs to keep abreast of current educational understanding and personal, professional growth.
General Duties	● Abide by the St Kevin's College Code of Conduct. ● As required, attend College meetings, conferences and after school events, faith days and liturgies. ● Attend school meetings, conferences and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal or Deputy Principal (Operations) ● Be available on call during the term break and other 'out of school hours' times for situations that may arise ● Demonstrate professional and collegiate relationships with colleagues ● Other duties as directed by the Principal and their delegates

Selection Criteria:

Commitment to Catholic Education	● A demonstrated understanding of the ethos of a Catholic school and its mission ● A demonstrated understanding of the mission and vision of the College
Commitment to Child Safety	● A demonstrated understanding of child safety ● A demonstrated understanding of appropriate behaviours when engaging with children ● Be a suitable person to engage in child-connected work ● Must hold or be willing to acquire a Working with Children Check Card and must be willing to undergo a National Police Record Check



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Education and Experience	Essential • Qualifications in a relevant discipline, such as engineering, construction, building, project management or facilities management, or equivalent relevant experience. • At least 2-3 years experience coordinating construction projects, including design and delivery stages. • Experience in the preparation, coordination, monitoring and reporting of procurement processes for consultant services and construction works. • Demonstrated experience in preparing, coordinating and implementing project plans, including monitoring progress and performance against planned outcomes. • Excellent planning, organisational and time-management skills, including the ability to coordinate and schedule activities across project teams. • Excellent written and verbal communication skills, including the ability to prepare project reports, meeting documentation and presentations. • Proven ability to consult, communicate and negotiate with multiple stakeholders in complex environments to achieve project outcomes. • Demonstrated understanding of project risk management and the ability to identify, monitor and escalate project risks. • Familiarity with relevant legislative and regulatory requirements, including the National Construction Code, Australian Standards, occupational health and safety, universal access, heritage legislation and sustainability requirements. Experience • Experience working in a facilities management, property, building or capital works environment, preferably within a complex operational organisation. • Experience coordinating projects within a governance framework, including reporting to steering committees, boards or senior management. • Experience applying risk management processes to construction and capital projects. • Familiarity with the operational requirements of an educational institution or similar organisation, including stakeholder consultation and minimising disruption to ongoing operations.
Skills and Attributes	• Ability to work as part of a team with the ability to cultivate credibility, respect and honesty. • Presents a professional and positive demeanour and is a solution orientated person. • Proven ability to work collaboratively and energetically within a dynamic organisation, by being proactive, demonstrating initiative and a willingness to accept responsibility. • Proven ability to think creatively. • Strong collaboration, conflict resolution, negotiation and persuasion skills. • Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing priorities. • Ability and willingness to accept policy directives