TRINITY COLLEGE
THE UNIVERSITY OF MELBOURNE

POSITION DESCRIPTION

Position: IT Project Coordinator

Employment type: Full-time, 2-year fixed term contract

Department: Information Technology Services

Reporting to: Director, ITS

Salary: Band 3 FTE $105,000 plus 17.5% leave loading plus 11.5% superannuation

Contact: Jonathan Mack, Director, ITS,
Phone: 8341 0271

Date: May 2025

POSITION SUMMARY

The Project Coordinator in the Information Technology (IT) department at Trinity College will be responsible for supporting the planning, execution, and completion of various IT projects. This role involves coordinating project activities, managing schedules, and ensuring that project goals are met on time and within budget. The Project Coordinator will work closely with the IT team, College stakeholders, and external vendors to deliver high-quality IT solutions that align with the college's strategic objectives.

Given the small and dynamic team environment, the Project Coordinator will be expected to work flexibly across roles, proactively support colleagues, and adapt to evolving project needs. A collaborative mindset and a willingness to take initiative on a wide range of tasks are essential for success in this role.

SELECTION CRITERIA

Essential:
1. Bachelor's degree in information technology, Project Management, or a related field.
2. 3+ years' experience in Project Management of technology-based business projects.
3. Proven ability and experience in internal and external stakeholder management, including managing client relationships.
4. Proven capacity to collaborate across functional areas and contribute to a positive team culture.
5. Demonstrated ability to adapt to changing priorities and take initiative in a fast-paced environment.
6. Proficiency in project management software and tools.
7. Knowledge of IT systems and infrastructure is an advantage. Willingness to take on a variety of tasks, including administrative, technical, and coordination duties, as needed to support project success.
8. Experience in managing the development and production of documentation for both technology and business.
9. Highly developed written & verbal communication and presentation skills.
10. Strong organisational skills with ability to prioritise competing demands and tasks to meet deadlines.
11. The ability to contribute positively and work within a team environment in addition to working independently.
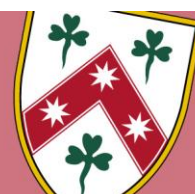
KEY RESPONSIBILITIES

Project Planning and Coordination
- Assist in the development of project plans, including defining project scope, objectives, and deliverables.
- Coordinate project activities, resources, and timelines to ensure successful project execution.
- Monitor project progress and provide regular updates to stakeholders and the Director of Information Technology Services.
- Demonstrate flexibility by adjusting plans and priorities in response to emerging project needs or resource constraints

Project Management
- Assist in managing project budgets, tracking expenses, and ensuring cost-effective use of resources.
- Develop and maintain project schedules, ensuring that all tasks are completed on time.
- Coordinate with team members to ensure that project tasks are completed according to plan.
- Support the implementation of project management tools and methodologies to improve project efficiency and effectiveness.

Communication and Collaboration
- Serve as a point of contact for project-related inquiries and communications.
- Facilitate effective communication between project team members, stakeholders, and external vendors.
- Organise and participate in project meetings, preparing agendas, and documenting meeting minutes.
- Collaborate with various roles within the IT department and other departments to leverage expertise and resources.
- Foster a collaborative, inclusive and agile team environment that values initiative, continuous improvement and team success.

Documentation and Reporting
- Maintain comprehensive project documentation, including project plans, status reports, and risk assessments.
- Prepare and distribute regular project status reports to stakeholders and senior management.
- Ensure all project documentation is up-to-date and accessible to relevant parties.

Risk Management and Quality Assurance
- Identify potential project risks and develop mitigation strategies.
- Monitor and manage project risks, escalating issues as necessary to ensure timely resolution.
- Ensure that project deliverables meet quality standards and align with the College's IT policies and procedures.
- Conduct post-project evaluations to identify areas for improvement and share lessons learned.

Further Information:
- Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa. If called for interview evidence of status will be required.
- Applicants will be required to provide originals or certified copies of academic and other qualifications if appointed.
- The successful applicant will undergo a National Police Check.
- The successful applicant must secure, or be in the process of securing, a Working with Children approval.

CHILD SAFETY
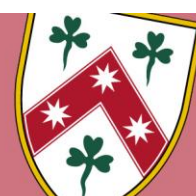
Trinity College is committed to providing a safe, secure, disciplined and quality learning and residential environment in which all students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. The College is committed to the safety of all children, and to providing a culturally safe and inclusive environment for those from diverse backgrounds.

OCCUPATIONAL HEALTH AND SAFETY (OHS)

All staff are responsible for safe work procedures and instructions.

Employees must:
- Comply with the Trinity College OHS Policy.
- Cooperate with your employer about any action they take to comply with the OHS Act or Regulations.
- Comply with safe work practices, with the intent of avoiding injury to yourself, others and damage to plant and equipment.
- Comply with any direction given by management for the intent of health and safety.
- Report all accidents and incidents that occur in the workplace immediately.
- Report all known or observed hazards to ensure corrective actions are implemented to avoid reoccurrence.
- Adopt work practices that support OHS in the workplace.
- Seek guidance for all new or modified work procedures implemented within the workplace.
- Participate in meetings, training and other environment, health and safety activities as required.

TRINITY COLLEGE

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for more than 1,500 talented students each year from across Australia and around the world. These programs include:

- The Residential College for undergraduate students of the University of Melbourne, both resident and non-resident.
- The Pathways School, including Trinity College Foundation Studies (TCFS), a one-year course which prepares able overseas students for undergraduate entry to the University of Melbourne and other leading Australian universities.
- Trinity College Theological School (TCTS), which offers degree and other courses for training an forming Anglican clergy and others, on campus, online and in parishes.

Trinity has values of:
- Being respectful of ourselves and others
- Aspiring for excellence
- Seeking diversity and inclusivity
- Acting with integrity
- Fostering a sense of belonging

Trinity promotes academic excellence across a balanced, all-round education that includes both 'breadth' and 'depth' of content, together with the development of ethical values, personal integrity, leadership and social responsibility. A Trinity education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir – Marketing, Communications and Events, Human Resources, Property and Facilities Services, and Finance and Administration.
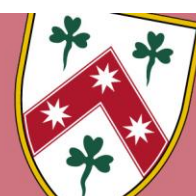
The Advancement Office and Trinity College Foundation undertake friend-raising and fund- raising activities that benefit the College as a whole.

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.