

POSITION DESCRIPTION – PROJECT COORDINATOR

Regional Development Australia Townsville and North West Queensland

Position title: Project Coordinator

Location: Townsville

Reports to: Chief Executive Officer

Direct reports: No direct reports

Employment status: Full-time for the first 12 months. Subject to project funding, the role may then reduce to a minimum of 20 hours per week.

Working arrangements: RDA TNWQ is a family-friendly workplace. Working hours may be adjusted by agreement to support family and other reasonable commitments.

About RDA TNWQ

Regional Development Australia Townsville and North West Queensland works with government, industry, councils and communities to support sustainable regional development across the region. RDA TNWQ helps align regional priorities, coordinate practical projects, support investment attraction and provide evidence-based advice to government on issues affecting regional growth, investment, workforce development and liveability.

Role Purpose

The Project Coordinator is a key support role within RDA Townsville and North West Queensland, helping to coordinate projects, stakeholder engagement, governance processes and office operations. The role is varied and hands-on, requiring someone who can stay organised, follow through on details, communicate well and keep work moving across multiple priorities. This role will suit a practical, reliable and proactive person who enjoys working in a small team and is comfortable supporting both project delivery and executive administration. The successful applicant will have an interest in regional development, strong attention to detail and the confidence to work with government, community, industry and project partners.

Role Focus

- Project coordination, stakeholder coordination and project reporting: approximately 50%
- CEO, Committee and governance support: approximately 30%
- Office administration, records, systems and supplier coordination: approximately 20%

Key Responsibilities

Project coordination and reporting

- Coordinate day-to-day project activities, meetings, actions and deadlines.
- Work with project partners to support delivery of agreed milestones and outcomes.
- Maintain accurate project records, evidence, data and documentation.
- Monitor project tasks, timelines and budgets and raise issues early.
- Prepare or contribute to progress reports, acquittals and updates for project funders.
- Support project communication between RDA TNWQ, partners, stakeholders and funding bodies.

CEO, Committee and governance support

- Provide practical executive support to the CEO, including diary management, meeting coordination, correspondence and document preparation.

- Support RDA Committee meetings by preparing agendas, papers and minutes and tracking follow-up actions.
- Organise meetings, events, travel and stakeholder appointments as required.
- Handle confidential information with discretion and professionalism.
- Assist with the preparation of reports, briefings, presentations and other documents.

Office administration and systems

- Maintain office records, databases, contacts and filing systems.
- Manage day-to-day office administration, supplies, equipment and service providers.
- Support finance administration by working with the accountant on reconciliations, audit preparation and required documentation.
- Maintain RDA TNWQ management systems and support continuous improvement of office processes.
- Assist with events, stakeholder forums and community engagement activities where required.

Success in this Role

- Project milestones, records, reports and data are accurate and delivered on time.
- Project partners and stakeholders are kept informed and issues are followed up promptly.
- CEO and Committee papers are accurate, timely and well organised.
- Meetings, actions and deadlines are tracked and followed through.
- Office systems, records and supplier arrangements are well maintained.
- Risks, delays or issues are identified early and escalated with practical options for resolution.

Decision Making

The Project Coordinator makes day-to-day decisions about work priorities, scheduling, administration and follow-up actions to ensure tasks are completed by agreed deadlines. The role is expected to identify risks, delays or issues early and escalate matters to the CEO or relevant project lead where guidance or approval is required.

Key Communications

Internal

- Regular communication with the CEO and RDA TNWQ staff.
- Communication with the RDA Chair and Committee members as required.

External

- Regular communication with project partners, government officers, councils, community organisations, industry representatives and regional stakeholders.
- Communication with suppliers, contractors and service providers.
- Professional communication with members of the public and other stakeholders as required.

Skills and Experience

Essential

- Strong organisational skills, with the ability to manage competing priorities, deadlines and details.
- Experience in project administration, executive support, governance support or a similar coordination role.

- Clear written communication skills, including the ability to prepare correspondence, reports, meeting papers and minutes.
- Confident verbal communication skills and the ability to work professionally with a wide range of stakeholders.
- Good general computer skills, including Microsoft Outlook, Word, Excel and PowerPoint.
- Ability to maintain accurate records, data, files and administrative systems.
- Ability to work independently, use sound judgement and contribute positively in a small team.
- Practical problem-solving skills and the ability to suggest solutions when issues arise.

Desirable

- Experience supporting grant-funded projects, acquittals, reporting or compliance requirements.
- Experience using customer relationship management systems, cloud-based systems or project management tools.
- Experience assisting with events, stakeholder forums or community engagement activities.
- Understanding of, or interest in, regional development, government, workforce development, community development or economic development.
- Experience working with government, councils, industry, community organisations or not-for-profit organisations.

Personal Attributes

- Practical, reliable and proactive.
- Highly organised and comfortable working across several tasks at once.
- Professional, respectful and discreet.
- Good attention to detail and strong follow-through.
- Calm under pressure and able to adapt when priorities change.
- Interested in supporting regional communities and regional economic development.

Employment Conditions

This role is full-time for the first 12 months. Subject to project funding, the role may then reduce to a minimum of 20 hours per week.

Salary and employment conditions will be confirmed in the employment offer and will reflect the skills, experience and requirements of the successful applicant.

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