



**NINTI** • INNOVATION  
**ONE** • FOR REMOTE  
AUSTRALIA

**PROJECT COORDINATOR**

**JOB & PERSON SPECIFICATION**

**JANUARY 2019**



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## Position Description

**Position:** Project Coordinator

**Reports to:** Senior Project Manager

**Hours:** Full time 38 hours per week

**Location:** Adelaide

### Position Summary:

The Project Coordinator works closely with the Senior Project Manager in managing Ninti's growing project portfolio. A key focus of the role is supporting the establishment and effective operation of the Grant Activity Review (GAR) project, which Ninti is contracted by the Department of Prime Minister & Cabinet (PM&C) to deliver. GARs are a key component of PM&C's holistic approach to monitoring and reviewing the performance of funded grant activities under the Indigenous Advancement Strategy (IAS). Each GAR activity involves a review of up to 15 identified IAS grant funded activities in selected sub-regions throughout Australia. It is anticipated that Ninti may manage up to 20 GAR activities over the four-year period 2018-2022.

### Key Responsibilities:

- Liaising with project stakeholders including government officials, Grant Recipients, Ninti staff and contractors.
- Develop and maintain project plans and other project documentation.
- Draft and/or review written reports.
- Assist the Senior Project Manager to report against project contract requirements, including compiling data and materials for reporting purposes.
- Coordinate travel and other logistical arrangements for project activities.
- Undertaking project tasks as required and providing administrative support as needed.
- Liaise with Ninti finance and support staff in relation to project-related payments and invoicing.
- Assist with managing ICT requirements including organising the purchase and set up of computers and other electronic equipment such as phones.
- Manage project records and documentation on the Global "N Drive", Ninti Management System (NMS) and project websites.

### Additional Duties

- Maintain project contact databases and calendar.
- Undertake administrative tasks such as printing, filing, photocopying and binding.
- Liaise with Ninti staff and contractors to ensure good governance and effective interactions between project processes and Ninti requirements.
- Complete a fortnightly timesheet to be submitted to the Manager for approval.



## HOW TO APPLY

Applications should be addressed to Justin Hinora. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential phone discussion, please call Justin or Lucy Dinnison-Mitchell on (08) 8100 8849.

### **Please Note**

Your application will be automatically acknowledged by a return email.