

Position Title	Project Management Office Co-Ordinator		
Position Number	39384	Location	Darwin
Designation	TGEN Band 3 Admin Corporate Services		
Reports To (Position Title)	PMO Manager		
Northern Territory Government			
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached resume/cv. For further information for applicants and example applications see: OCPE website .		
Information about Selected Applicant's Merit	If you accept this position, a summary of your merit (including work history, qualifications, experience, skills, etc.) will be provided to other applicants to enable transparency and understanding of the decision. For further information see: OCPE website .		
Organisational Context			
<p>Territory Generation is a Government Owned Corporation that was formed in 2014. We product approximately 1900GWh of electricity a year using gas, diesel, and solar technologies to provide power to the people of the Northern Territory. Our vision is to be the Northern Territory's trusted and respected energy services business.</p> <p>Our actions, words and behaviours are guided by a core set of Values that form the foundation of everything we do. Our Values are Focus, Integrity, Respect, Safety, Teamwork. "FIRST"</p> <p>We recognise that individually; our employees offer unique value and perspective, and we are committed to a workplace that supports people from all backgrounds.</p>			
Employee Responsibilities			
You work as part of a team to safely and efficiently meet your agreed objectives which contribute to the shared vision for Territory Generation. You actively demonstrate the organisation's values and take accountability for your performance and behaviour. Key responsibilities include:			
Focus	<ul style="list-style-type: none"> • Demonstrates an awareness of the Vision and objectives of the Corporation. • Develops individual objectives and, where requested by direct supervisor, adjusts priorities to the needs of the business. • Tracks own performance in line with objectives on a regular basis. • Actively participates in performance reviews and feedback processes. • Remain self-disciplined and calm under pressure. 		
Integrity	<ul style="list-style-type: none"> • Demonstrate the organisation's values. • Conduct business in line with the values and high ethical standards – considers values in business interactions. • Ensures compliance with legal, governance and policy requirements. • Deliver on commitments – where commitments cannot be delivered on, communicates openly and honestly, and sets new timelines for delivery. 		
Respect	<ul style="list-style-type: none"> • Takes accountability and responsibility for own actions. • Readily shares knowledge and expertise with others. • Actively supports the team and organisational goals. • Treats change and new situations as opportunities for learning and growth. 		
Safety	<ul style="list-style-type: none"> • Demonstrates safe working behaviours in order to achieve an incident free and safe workplace. • Develops personal safety objectives. • Challenges unsafe behaviours from teammates. • Monitors and takes ownership of own safety performance. 		
Teamwork	<ul style="list-style-type: none"> • Helps teammates feel valued and included in discussions. • Places higher priority on team than individual goals. • Shares important or relevant information with team or other affected stakeholders in a timely manner. • Speaks positively of teammates and other employees. • Focuses on personal growth and addresses development gaps which will help the achievement of performance goals. 		

Role Responsibilities			
<p>You will provide support, coordination, and project administration services to the Project Management Office (PMO) and project managers.</p> <p>Your accountabilities are to:</p> <ol style="list-style-type: none"> 1. Develop, maintain, and improve PMO systems and procedures in alignment with Territory Generation's project management frameworks. 2. Create and enhance dashboards and reports to monitor and analyse project performance. 3. Update and maintain project management templates, policies, and procedures as needed. 4. Ensure the accuracy of PMO-related data for reliable project tracking and reporting. 5. Collaborate with project management teams and business stakeholders to ensure successful project delivery. 6. Coordinate project governance efforts with the PMO and project teams according to Territory Generation's project management policies. 7. Adhere to Territory Generation's safety, environmental and quality policies, corporate values, and strategies in all duties. 			
Selection Criteria			
Essential			
<ol style="list-style-type: none"> 1. Good ability to provide specialist project administration advice and services to Project Managers and teams. 2. Demonstrated high level computer literacy with applications including Microsoft Office, Sharepoint and Power BI. 3. Good analytical and problem-solving skills, as well as the ability to undertake reconciliations, develop and prepare reports, implement change and contribute to policy development. 4. Good project administration skills. 5. Well-developed ability to manage self and others in order to meet competing deadlines and deliver outcomes, being flexible, adaptable in an environment of continuous improvement and change. 6. Demonstrated abilities in providing efficient customer service including the resolution of queries and complaints in a professional manner. 7. High level of written and verbal communication and interpersonal skills, including the ability to interact effectively and provide support and advice to stakeholders and people of diverse cultures. 8. High level skills in maintaining data integrity with thoroughness, attention to detail and accuracy. 9. Ability to carry out duties in accordance with Territory Generation's safety, environmental and quality policies and corporate values and strategies. 			
Desirable			
<ol style="list-style-type: none"> 1. Experience and/or qualifications in Project Management 2. Experience and/or qualifications in IT Systems Administration 3. An understanding of the electricity generation industry. 			
REVIEW / AUTHORISATION			
HR Review:		Date	
PMO Manager:		Date	
General Manager Commercial:		Date	
The preferred candidate is required to undertake a pre-employment medical, and employment is conditional on the outcome.			
Apply online: https://jobs.nt.gov.au/Home/JobDetails?rtfId=310731			
Closing Date: 04/01/2025			