

Position Description

Job Title: Operations Coordinator
Department/Program: Operations
Reporting To: Chief Operations Officer
Location: Various
Level/Salary Range: LR1
Level: Staff

SUMMARY OF POSITION

The Operations Coordinator is responsible for supporting the Operations Cell in the day-to-day coordination and management of the Program Management Office (PMO) and business operational activities. You will provide high-level support to ensure the Operations Director and the Board are provided with the resources needed to enable the successful delivery of Navantia Australia’s objectives.

DUTIES AND RESPONSIBILITIES

- Update and maintain, as required the program management framework, including the alignment against Australian Institute of Program Management framework
- Maintain Corporate Risk Register and coordinating the PSR and AEC reviews, along with booking and sales status meetings
- Work closely with the Operations Director in day-to-day coordination and management of business operational activities
- Produce status reports, management dashboards and delivery trackers relating to project plans, deliverables and status for use at senior management meetings
- Supporting with the development of procedures and work instructions
- Support with the Liaising and corresponding with key stakeholders such as Department of Defence and industry partners
- Maintain client confidence and protect the professional integrity of Navantia Australia, the Executive Team and Board by keeping information in the strictest confidence
- Support with the reconciling of monthly operating budgets, bookings plan and sales forecasts and share updated financial reports with the senior management team
- Corporate Traveller coordinator and Point of Contact
- Manage International travel bookings for all Navantia Staff
- Monthly report coordinator and Chief Operations Officer (COO) EA
- Provide guidance and coordination to site and program administrators

QUALIFICATIONS AND POSITION REQUIREMENTS

- Experience:**
- Proficient with Microsoft Office Suites, Project or Visio
 - Experience in developing reports, dashboards, procedures and work instructions

- Extensive experience in supporting Senior Management in a program management office (PMO) capacity
- Demonstrated ability to operate autonomously using initiative, sound reasoning, listening and decision making skills
- Strong time management skills and ability to deliver results in a high pressure environment
- Ability to communicate effectively and build positive relationships at all levels of the business and clients
- Australian Citizenship holding or eligible for an Australian Government Security Vetting Agency (AGSVA) Defence Security Clearance to a minimum of Baseline

COMPETENCIES

Technical:

- Demonstrated knowledge of Microsoft office Suites
- Significant experience supporting in administrative, operational and PMO tasks at an Executive level
- Processing all work with a high level of accuracy and attention to detail

Management:

- Demonstrated ability to manage time and competing priorities
- Ability to work independently and communicate with stakeholders

Behavioral:

- Demonstrate behaviours that promote positive team morale
- Demonstrate Navantia values at all times and encourage others to do so
- Develops relationships based on trust and support

Leadership:

- Lead people to promote a positive culture that promotes high performance
- Leads change with energy and enthusiasm

Security:

- Ability to gain baseline as a minimum

Pre-employment Medical / Background Checks

- Reference Checks, Employment Verification Check, AFP Police Check, Qualification Check

APPROVED

Approved by: Managing Director - Alfonso Garcia Valdes	Signature / Date:
Approved by: Human Resources - James Cowie	Signature / Date: