

Position Description

Vegetation Program Coordinator

Vegetation

Strategic Operations and Performance

Objectives

- Provide administrative, financial, and coordination support to the Vegetation Management Program, enabling the Contract Manager to focus on strategic contractor performance, commercial oversight, and program delivery outcomes
- Ensure the operational rhythm of the vegetation program is maintained — invoices are validated and processed on time, delivery schedules are tracked and current, contractor data is complete and audit-ready, and the Contract Manager is supported with timely and accurate information.

Role Specific Accountabilities

- Provide oversight and management of the vegetation program to ensure effective/adequate resourcing levels and governance to meet program timelines and budgets.
- Support system change initiatives including VMS transition and associated data verification.
- Reconcile invoices against work orders, timesheets, and completion records; identify and escalate discrepancies promptly to prevent financial leakage.
- Support monthly financial accruals and cost forecasting by maintaining accurate, up-to-date expenditure records across the vegetation program.
- Contribute to variance analysis by providing explanations for budget deviations and flagging cost risks.
- Maintain and update vegetation delivery schedules, tracking contractor progress against planned works programs and escalating risks to milestones.
- Monitor contractor work completion data in VMS
- Coordinate scheduling inputs across Vegetation Officers, contractor representatives and internal stakeholders
- Support preparation of weekly and monthly delivery reports including progress tracking dashboards and KPI status updates.
- Act as the primary point of contact for contractor administrative and commercial queries, providing timely responses in line with contract provisions.

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	• Coordinate contractor timesheet submissions — reviewing for completeness and compliance, and escalating anomalies for approval. • Maintain accurate contractor personnel rosters, ensuring resources profiles align with contractual obligations. • Any other duty or task as reasonably and lawfully directed by TasNetworks
To be successful in this role	• Minimum 2+ years' experience in a program coordination, contract administration, or operational support role in a utilities, infrastructure, or major works environment. • Demonstrated experience in financial administration including invoice processing, accruals management, and budget tracking against works programs of significant scale (\$10M+). • Experience working within structured contract management frameworks, including familiarity with contract terms, variation processes, and commercial documentation requirements. • Relevant tertiary qualification in business administration, project management, finance, or a related discipline — or equivalent demonstrated professional experience. • Strong proficiency in Microsoft Office, particularly Excel for financial tracking and data management; experience with SAP, VMS, Power BI, or comparable enterprise systems is highly desirable. • High degree of accuracy and attention to detail, particularly in financial and commercial documentation. • Demonstrated ability to manage competing priorities and meet deadlines in a fast-paced, high-volume delivery environment. • Strong interpersonal and written communication skills — able to liaise professionally with contractors, field personnel, and internal stakeholders at varying levels. • Commitment to continuous improvement and a track record of identifying and implementing process enhancements. • Demonstrated commitment to safety, compliance, and the values of TasNetworks. • Able to demonstrate the capacity to perform the inherent requirements of the role.
Compliance Requirements	• A satisfactory National Police Record check to confirm eligibility for the role • a valid Australian Driver's License

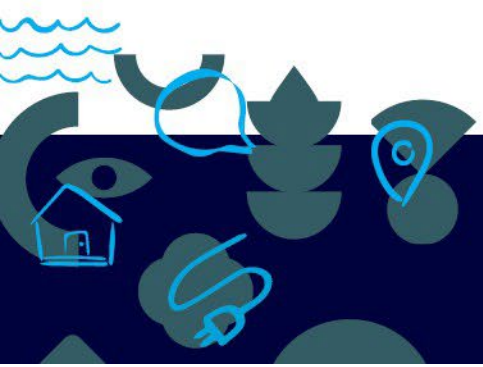
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Reports to:
Contract Manager Vegetation

Direct reports:
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Approved:
July 2026



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