

Position Description

Project Construction Coordinator

NWTD Project

Objectives

Construction Team

- Deliver proactive operational and administrative support to the GM of Construction and the wider construction management team, maximising leadership focus and team productivity.
- Act as the central connector linking the Substation, Transmission Lines, and Commissioning workstreams to support communication and resolution of operational dependencies, handovers, and schedule overlaps.
- Organise and facilitate construction team meetings, workshops, and stakeholder forums—ensuring agendas, papers, and clear action logs drive consistent delivery accountability.
- Facilitate Construction team communication, transforming project data into actionable insights, enabling timely and data driven decision making, and consistent governance and assurance practices.

Role Specific Accountabilities

- Provide direct coordination support to the GM of Construction, including meeting preparation, drafting team communications, and managing priorities.
- Organise and coordinate construction leadership meetings and construction team leadership check-ins; take concise minutes, maintain the team action register, and actively follow up deliverables to completion.
- Act as a central contact point for the main contractor on day-to-day coordination items and facilitate prompt coordination of contractor queries and operational notifications critical to the Construction Delivery Team.
- Coordinate team logistics, including site visits, travel arrangements, team events, and new starter onboarding for construction personnel.
- Assist with implementation of project management systems and tools, including data governance and quality improvement initiatives.
- Act as the primary operational link between the Construction delivery team and the central Project Services/Controls stream, ensuring consistent data standards.
- Track and maintain Construction Delivery registers (e.g., action logs, delivery risk logs, and contractor communications).
- Identify opportunities to streamline everyday administrative workflows, templates, and reporting rhythms across the construction team.
- Any other duty or task as reasonably and lawfully directed by TasNetworks.

Our behaviours be **curious** be **brave** own it

To be successful in this role	• Highly organised with a strong analytical mindset. • Proactive, curious, and solution focused. • Confident communicator able to tailor messages for technical and non-technical stakeholders. • Collaborative team player with the ability to work independently. • Comfortable working in a governance-driven, deadline-oriented environment. • Demonstrated experience in a project services, PMO, project controls, or analytical support role. • Strong analytical skills with the ability to interpret complex project data and present insights clearly. • High proficiency in reporting and analysis tools (e.g. Excel, Power BI, project management systems (InEight)). • Strong attention to detail with a focus on accuracy and data integrity. • Ability to manage multiple priorities and reporting cycles simultaneously. Desirable • Experience supporting large or complex project portfolios. • Knowledge of project management methodologies (e.g. PRINCE2, PMBOK, Agile). • Experience contributing to continuous improvement or PMO uplift initiatives.	
Compliance Requirements	• A satisfactory National Police Record check to confirm eligibility for the role	
Reports to: Construction General Manager	Direct reports: 0	Approved: September 2026

Our behaviours **be curious** **be brave** own it

