

## POSITION DESCRIPTION

**Position Title:** IS Project Coordinator  
**Reports to:** Regional Lead  
**Delegates to:** N/A  
**Hours of Work:** 38 hours per week  
**Location:** Australia and New Zealand  
**Approved by:** Chief Delivery Officer

## POSITION SUMMARY & PRIMARY OBJECTIVE

The Infrastructure Sustainability Council (ISC) is a member-based not-for-profit industry council and certified social enterprise. We are the peak industry body for advancing sustainability outcomes in infrastructure.

- **Our Purpose:** Enabling connected infrastructure that supports people to thrive on a healthy planet
- **Our Values:** Expertise, Partnership, Impact & Care

The principal means by which we advance sustainability outcomes in infrastructure is through the third-party assured IS rating scheme (IS). IS is an industry-led sustainability performance framework evaluating planning, design, construction, and operation of all infrastructure asset classes.

The ISC also supports capability building through training; leads infrastructure innovation through advocacy and R&D and supports our growing membership base with awards, events, working groups and thought leadership.

The ISC is involved in Australia and New Zealand's largest infrastructure projects, supporting the immediate value chain delivering and operating these assets.

The IS Project Coordinator is responsible for supporting and enabling our sustainability impact during the deployment of the IS Rating Scheme on projects. This includes ensuring that our processes and outputs are of the highest quality, well documented, researched and in line with our processes and requirements.

## ROLES AND RESPONSIBILITIES

The IS Project Coordinator supports the IS Project Managers and Regional Leads engagement with members and stakeholders and supports the implementation of IS Rating and is responsible for the following key result areas:

### Strategic Growth and Management

- **Strategic Direction:** Inform and support changes and adjustments to the IS Rating Scheme to ensure it remains accessible, scalable and financially sustainable.
- **Business Management:** Support the achievement of annual business plan and budget for the Ratings business unit. This includes coordinating, planning, implementing, tracking and reporting key rating related activities on projects.
- **Project Management:** Providing support to IS Project Managers with respect to registered projects/assets on the IS rating tool and implementation of sustainability in infrastructure. This includes the timely facilitation of QA checks, TC/CIR's and project queries.
- **Strategic Alignment:** Work collaboratively to integrate and leverage all ISC offerings to deliver on the Council's purpose (e.g. marketing and advocacy).

- **Team Leadership:** Contribute to a positive culture of accountability within the team. Support the development of the IS Project Coordinating and broader team. Invest in personal professional development and personal growth supporting individual career aspirations and organisational objectives.

## Market Leadership and Engagement

- **Relationship Development:** In partnership with the IS Project Manager, foster and maintain positive relationships with IS Rating Projects and the organisations delivering these projects.
- **Market Representation:** Represent the ISC through local networks, events, conferences, forums and engaging with other key market participants.
- **Stakeholder Satisfaction and Engagement:** Engage with current and future rating partners as well as achieve annual KPIs relating to stakeholder satisfaction.

## Governance

- **Continuous improvement – systems, processes and practices:** As required support the review and enhancement of systems, processes and practices that ensure effective, optimised delivery. Engage with systems and practices to effectively and efficiently manage the IS Rating Scheme delivery.
- **Continuous improvement – rating products and tools:** In line with the technical work plan support to the review and enhancement of IS rating products and tools that ensure effective sustainability outcomes and value to rating partners. Support the delivery of the annual technical workplan as agreed with the Regional Lead and the Principal Technical Advisor. Support the systems and practices to capture and track continuous improvement feedback from stakeholders and maintain the technical integrity and leadership of the Rating Scheme relevant to priority sectors and regions and the sustainability agenda.

# ROLE SPECIFIC COMPETENCIES

The following Role Specific Competencies are the skills, knowledge and behaviours that lead to a staff member being successful in their role.

- **Communications.** Able to write and speak clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.
- **Drive for Results.** Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly, proactively and with initiative pushes self and others for results.
- **Business Acumen.** Knows how businesses work; knowledgeable in current and possible future policies, practices, trends, and information affecting their business and organisation; knows the competition; is aware of how strategies and tactics work in the marketplace.
- **Building Effective Teams.** Blends people into teams when needed; creates strong morale and spirit in his/her team; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team.
- **Ethics and Values.** Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.
- **Integrity and Trust.** Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
- **Ingenuity.** Comes up with a lot of new and unique ideas; easily makes connections among previously unrelated notions; tends to be seen as original and value-added in brainstorming settings.
- **Problem Solving.** Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.