

# Coordinator, Semester and Mobility, New Colombo Plan Program Support Unit

<b>Expected Start Date</b>	1 July 2026	<b>Expected End Date</b>	30 June 2029
<b>Duration</b>	Three years	<b>Location</b>	Adelaide preferred
<b>Reports To</b>	Manager, Semester and Mobility	<b>Classification</b>	Level 14

Palladium is a global development and consulting firm, part of the GSI Consulting Group, working alongside some of the world's leading project management and engineering organisations. We partner with governments, businesses, investors and communities to design and deliver complex programs that create lasting impact. With a presence across more than 90 countries, Palladium offers the opportunity to work on meaningful challenges, alongside talented colleagues, in environments where your work can truly make a difference.

## Program overview

The New Colombo Plan (NCP) plays a key role in supporting the Australian Government's objectives in building Asia capability. It aims to lift the Indo-Pacific capability and Asia literacy in Australia by supporting Australian undergraduates to undertake study, language learning and internships in the Indo-Pacific.

NCP alumni contribute their Indo-Pacific capability and Asia literacy to Australia's enduring engagement in the Indo-Pacific region. This is achieved through three complementary grants programs: the Scholarship Program, Mobility Program and Semester Program.

The NCP is administered by Palladium on behalf of the Department of Foreign Affairs and Trade (DFAT) via the Program Support Unit (PSU) under the Australia Awards Global Support Mechanism (AAGSM). The AAGSM provides operational and technical support services to DFAT's International Education and Scholarships Branch, with two End of Investment Outcomes (EOIOs):

- EOIO 1 - Operational Support: High quality and efficient administrative and standard business support services provided to DFAT.
- EOIO 2: Technical Support: High quality, coherent, consistent and fit for purpose technical support services that also promote gender equality, disability and social inclusion outcomes throughout DFAT's international scholarship programs network.

The NCP PSU supports DFAT's New Colombo Plan Secretariat (NCS) with high-quality grant administration and management consistent with the Commonwealth Grant Rules and Principles. Support service delivery includes end-to-end grants cycle and funds management, as well as technical support in Monitoring, Evaluation and Learning (MEL), alumni engagement, communications, events management, business sector engagement and risk management.

## Purpose of position

The role of Coordinator, Semester and Mobility is responsible for providing effective administrative and support services for the NCP Semester and Mobility Programs. These programs provide grant funding to Australian Universities and consortia to support Australian undergraduate students participate in projects of between four weeks and semester length, involving internships, mentorships, practicums, and research in 40 host locations across the Indo-Pacific region.

As a grant program, the Coordinator, Semester and Mobility will focus on ensuring compliance with NCP Guidelines and DFAT requirements in a growing and changing operating environment to provide a consistent, seamless, and high-quality experience for program participants, university partners, and alumni.

## Primary responsibilities

### Effective coordination of Semester and Mobility Program grant administration activities

- Monitor and process program variation requests received from universities according to NCP Guidelines and Commonwealth Grant Rules and Principles, using the online records management system, consulting with the Senior Coordinator, Semester and Mobility and/or Manager, Semester and Mobility on all decisions, whether for immediate processing or referral to DFAT
- Review project completion reports submitted, approve or reject according to requirements and update the mobility refund tracker in consultation with the Senior Coordinator, Semester and Mobility and/or Manager, Semester and Mobility, ,
- Under the direction of the Manager, Semester and Mobility, support the monitoring of university-entered data in the grants management system in line with data quality standards and compliance requirements; refer issues requiring follow-up with International Liaison Officers to the Senior Coordinator, Semester and Mobility and/or Manager, Semester and Mobility
- Undertake other tasks as agreed to effectively administer and support the Mobility and Semester programs as required.

### Effective program and funds administration support

- Input unspent mobility and semester funding amounts into tracker for the finance team and support the monitoring of unspent funding returns to DFAT from universities.
- Assist the Finance team with ad hoc queries for example during the annual distribution of new funding.
- If required, provide administration support for key flagship events as requested, such as university International Liaison Officer forums; assistance at other program events in the NCP calendar including annual training conferences and national forums targeting scholars, alumni and university stakeholders.
- Support the Alumni and Engagement team with alumni database and communications processes related to semester and mobility project participants as required.
- Provide administration support for client and program governance meetings as required.
- Support for other cross cutting functions as required, such as providing suggested examples and content that may inform communications products relevant to the semester and mobility program.

### Systems, data, records and reporting

- Assist with system testing, data checking and process changes associated with selection cycle improvements or systems transitions (eg. data migration, application form development).
- Support the development of Standard Operating Procedures aligned to systems and Guidelines requirements.
- Support quality assurance activities to ensure records are complete, auditable and aligned with NCP requirements.

### Other Responsibilities

- Comply with and promote DFAT policies across all aspects of implementation, including Gender Equality Disability and Social Inclusion (GEDSI), safeguarding, fraud and anti-corruption, Protection from Sexual Exploitation, Abuse and Harassment (PSEAH), child protection, and environmental and social safeguards.

- Engage in relevant Palladium corporate initiatives and development opportunities, to ensure consistency with Palladium approaches and practices, and compliance with systems and processes.
- Perform other duties and support the broader NCP PSU as reasonably required by the Senior Leadership team or DFAT, consistent with the role and experience.
- Undertake local travel as required.

## Delivery principles

- One Team – committed to the One Team approach to achieving EOIOs, modelling intentional and open communication, collaboration and shared problem solving, strength in differences and a learning culture.
- Client focused delivery – contribute to the provision of sophisticated services which are client, solutions and outcomes focused.
- Flexible and responsive – adopt a flexible and responsive approach to service delivery, responding to evolving priorities and focusing on continuous improvement, proactively identifying opportunities for improved quality, efficiency and outcomes.
- Ethics and Integrity - operate with high levels of integrity, consistent with the intent of DFAT's Ethics, Integrity and Professional Standards Policy Manual.

## Relationships and accountability

The position of Coordinator, Semester and Mobility will report into the Manager, Semester and Mobility. The role will:

- Establish and maintain open, collegial and professional working relationships and proactive communication with internal and external stakeholders.
- Ensure effective collaboration across the NCP PSU to maximise efficiencies and coherence.
- The role carries a moderate degree of autonomy with appropriate supervision.

## Qualifications, capabilities and experience required

- Experience coordinating large scale administrative or program delivery functions aligning to guidelines and compliance requirements, preferably within higher education, scholarship, grants based or government funded programs.
- Skilled at process design and improvement with demonstrated ability to work confidently with digital systems and databases, including entering, checking and maintaining accurate records, to support tracking, quality assurance and day-to-day delivery.
- Strong attention to detail and accuracy, with experience managing high volumes of data or documentation in time-critical contexts.
- Ability to be responsive to client needs and manage multiple tasks and competing deadlines while following established procedures and escalation pathways.
- Well-developed communication skills, including the ability to respond clearly and professionally to stakeholder enquiries and prepare standard correspondence.
- Ability to work collaboratively as part of a team and contribute to a positive, solutions-focused working environment.
- Relevant tertiary qualifications in administration, international education, public administration, business or a related discipline, or an equivalent combination of qualifications and experience.

## Core capabilities

Palladium's Core Capability Framework for APAC Projects outlines the standard of performance and behaviours expected at each level within the organisation.



It is recommended that all employees are familiar with the capabilities expected of them at their level as the framework will be utilised to optimise performance.

## Approval

Reviewed by:		Date:	
Approved by:		Effective date:	