

Coordinator, QIF

Start Date	Immediate	Duration	Full-Time, Fixed Term to 30 June 2027
Location	Remote or Palladium office in Canberra, Adelaide or Brisbane	Reports To	QIF Team Leader

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 Quad Infrastructure Fellowship (QIF) Program is administered by Palladium on behalf of the Department of Foreign Affairs and Trade (DFAT) Australian Infrastructure Financing Facility for the Pacific (AIFFP) via 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 purpose of the Quad Infrastructure Fellowship (QIF) is to build capacity across the Indo Pacific to operate, regulate and sustain modern infrastructures and to protect regional investments; reduce external dependencies, and build regional capabilities ensuring Australia and likeminded partners' investments translate into regional peace, resilience and security.

The Program identifies priority infrastructure sectors for fellowship delivery including digital infrastructure, renewable energy (energy infrastructure), and ports and transport Infrastructure, with primary emphasis on digital and renewable energy in Pacific contexts. There are three targeted Pillars in the digital and renewable energy infrastructure sectors to guide development and implementation of QIF in the Indo-Pacific region - South Asia, Southeast Asia and the Pacific.

Purpose of Position

The **Coordinator** is responsible for providing enabling support across the activity cycle for short courses and targeted educational activities. This includes coordinating travel, logistics, and administrative arrangements; delivering participant welfare support while in Australia; and managing and coordinating alumni engagement activities, including maintenance of the alumni database.

Working with children

Is this position likely to come into contact with children? Yes No

Primary Responsibilities

- Support the Senior Coordinator in the procurement and contracting of short course and targeted educational activity providers
- Manage end-to-end logistics for program activities, ensuring all arrangements are delivered efficiently and to a high standard
- Coordinate with service providers to ensure travel arrangements for participants, including visas, flights, accommodation, ground transport, and itineraries are organised according to the agreed implementation plan
- Review and certify service provider invoices to ensure accuracy and compliance with contract requirements.
- Support participant mobilisation processes, including pre-departure preparation and development of briefing materials
- Oversee the delivery of welfare support to short course and targeted educational activity participants whilst in Australia
- Coordinate with service providers to monitor participant engagement and attendance during activities, ensuring any issues are identified and addressed promptly
- Deliver the required administrative and logistical support for alumni engagement activities
- Develop and maintain the QIF alumni database, ensuring records are accurate, current, and compliant with data management protocols
- Track participation and engagement data across activities and alumni networks to support reporting and program insights

Other

- Contribute to effective communication across the program
- Ensure compliance with DFAT and Palladium policies, procedures, and quality systems
- Actively participate and engage in relevant QIF and Palladium led initiatives to ensure consistency with approaches and practices.
- Travel locally and internationally, as required.
- Other tasks as reasonably requested by the Team Leader or Palladium representatives.

Due to the evolving nature of the program, it is possible that the incumbent may be expected to undertake duties that fall outside the remit of their original Terms of Reference as reasonably required to ensure ongoing program success.

Relationships and Accountability

The Coordinator reports to the QIF Team Leader and works closely with the other Coordinators and the Program Officer to support the end-to-end delivery of short courses and targeted educational activities.

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 – provide leadership to ensure provision of sophisticated services which are client, solutions and outcomes focused.
- Flexible and responsive – provide leadership to embed 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.

Qualifications and Experience Required

Essential

- Qualification or equivalent experience in business, administration, project management, international development, finance or a relevant field
- Demonstrated experience coordinating logistics and delivery of short courses and training programs
- Advanced organisational skills with proven track record in project administration, including procurement and contracting capability
- Strong professional communication skills and ability to engage effectively with internal and external stakeholders
- Ability to prioritise tasks, analyse issues, and deliver practical solutions while managing multiple competing deadlines
- Demonstrated ability to work in culturally diverse environments, build positive relationships, and contribute ideas with initiative and flexibility

Desired

- Knowledge of the Australian higher education and training sector
- Experience in delivery of DFAT funded international development programs

Core Capabilities

Palladium's Core Capability Framework 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.

Equity, Diversity & Inclusion

Palladium is committed to embedding equity, diversity and inclusion across all activities. We promote a diverse and inclusive workforce and ensure all applicants and employees are treated fairly and equally, regardless of background or personal characteristics. We encourage applications from all individuals and provide reasonable adjustments or accommodations where required.

Safeguarding

Palladium maintains a zero-tolerance approach to all forms of harm, including sexual exploitation, abuse, harassment, child abuse, and human trafficking. We are committed to protecting our people, partners, and communities and ensuring safe and respectful environments. All personnel are expected to uphold safeguarding standards, with successful candidates subject to enhanced screening, including safeguarding-focused assessments and due diligence, in line with Palladium's Code of Conduct and safeguarding policies.