

MULLOON INSTITUTE JOB DESCRIPTION

JOB TITLE: Construction Projects Coordinator

JOB TYPE: Casual/Part-time

LOCATION: Bungendore, with travel required to project sites across Australia

SUPERVISOR/MANAGER: Program Engagement and Delivery Officer / Senior Landscape Planner

JOIN OUR MISSION TO TRANSFORM LANDSCAPES

Are you passionate about landscape restoration? Mulloon Institute is seeking a dynamic Construction Projects Coordinator to lead the delivery of innovative landscape restoration projects that are reshaping Australia's approach to sustainable land management, resilience to climate change and biodiversity restoration.

As our Construction Projects Coordinator, you'll be at the forefront of groundbreaking projects delivered through Mulloon Consulting and Mulloon Institute, from property scale erosion control to large-scale ecosystem restoration. This is your opportunity to make a tangible difference while building your career in one of Australia's most exciting environmental sectors.

WHAT YOU'LL DO

Project Leadership & Delivery

- Lead end-to-end delivery of diverse construction projects including landscape restoration, sustainable infrastructure, regenerative agriculture installations, and ecosystem rehabilitation works.
- Collaborate with multidisciplinary design teams to bring innovative environmental solutions to life.
- Manage complex project timelines and budgets while maintaining exceptional quality standards.

Site Management & Coordination

- Take a hands-on role in the delivery of site works.
- Conduct daily site inspections and coordinate contractor teams.
- Oversee procurement, delivery and quality control of specialised materials and equipment.
- Implement and enforce rigorous work health and safety protocols across all project sites.

Stakeholder Engagement

- Build strong relationships with landholders, contractors and community stakeholders.
- Participate in workshops and tours of on ground works activities.
- Represent Mulloon's values of innovation, sustainability and excellence in all interactions.

Technical Excellence

- Supervise installation of cutting-edge landscape restoration technologies.
 - Identify opportunities for design improvements and implement approved modifications.
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- Ensure all works meet technical specifications and regulatory requirements.

WHAT WE'RE LOOKING FOR

Essential Experience

- **5+ years** in construction supervision or project coordination roles.
- Proven track record in **sustainable construction** or environmental projects.
- Experience coordinating **civil construction works** including earthworks, water management systems and specialised installations.
- Current **Construction White Card**, **First Aid Certificate** and **Driver's License**.

Highly Valued Experience

- **Civil Machine Plant Operator** experience.
- **Chainsaw training course** completion.
- Background in **regenerative agriculture** or **environmental restoration**.
- Hands-on experience with **landscape rehydration** or **ecosystem restoration** projects.
- **Tertiary qualification** in engineering, construction management, environmental science or related field.

Key Skills & Attributes

- **Exceptional project delivery** – consistently delivering high-quality results on time and budget.
- **Strong leadership** – ability to inspire and coordinate diverse teams in challenging environments.
- **Technical acumen** – understanding of sustainable construction principles and environmental systems.
- **Outstanding communication** – building rapport with stakeholders from farmers to executives.
- **Adaptability** – thriving in dynamic, outdoor work environments.
- **Own reliable vehicle** for travel to remote project sites.

WHY CHOOSE MULLOON INSTITUTE?

- **Make Real Impact:** Your work directly contributes to landscape healing and climate resilience.
- **Career Growth:** Expand your expertise in Australia's rapidly growing sustainable construction sector.
- **Diverse Projects:** No two days are the same – from wetland construction to regenerative farm installations.
- **Innovation Focus:** Work with cutting-edge technologies and methodologies.
- **National Reach:** Travel to diverse locations across Australia.
- **Values-Driven Culture:** Join a team committed to environmental stewardship and innovation.

PERFORMANCE EXPECTATIONS

- **Project Excellence:** Deliver all projects on time, within budget and to exceptional quality

standards.

- **Environmental Outcomes:** Achieve measurable positive environmental impacts across diverse project types.
 - **Stakeholder Satisfaction:** Maintain professional relationships and exceed client expectations.
 - **Safety Leadership:** Maintain zero harm workplace culture across all project activities.
 - **Knowledge Sharing:** Contribute to best practice development and team learning.
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REMUNERATION: Competitive rates as per contract, commensurate with experience

Ready to shape the future of sustainable construction?

Join us in delivering projects that don't just build infrastructure – they heal landscapes and create lasting environmental legacies.