



POSITION DESCRIPTION

PROJECT ADMINISTRATOR

POSITION DETAILS

Position No.	000755	Directorate	Engineering Services
Employment Status	3-Year fixed term	Location	Civic Centre
Department/Unit	Engineering Services	Classification	Admin/Clerical, Level 4

POSITION OBJECTIVE

The project administrator – will provide critical administrative support to the Project Director in the successful delivery of Council developments associated with the AFL High Performance Centre Project. This role is essential to ensuring the project meets its objectives of an infrastructure build that aligns with community, sporting, and regional development goals.

This position is offered on a full-time basis; however, a part-time role may be considered.

KEY FUNCTIONS AND RESPONSIBILITIES

- Provide administrative and project support to the Project Director, including coordination and communication with internal departments, contractors, consultants, developers, sporting groups, government agencies and other community organisations.
- Draft outgoing correspondence, maintain project files, and manage relevant databases.
- Support other administrative and clerical activities related to the project for the Project Director and the Media and Communications Officer.
- Provide administrative support to the Kingborough Sports Precinct Steering Committee and any associated working groups, including scheduling meetings, preparing agenda papers, and taking minutes.
- Respond to public and stakeholder inquiries about the Kingborough Sports Precinct, providing accurate and timely written and verbal communications.
- Assist in preparing and maintaining key project documents such as the Project Plan, quarterly progress reports, and development application documentation.
- Maintain and update project-related information on Council's website and prepare public displays or other informational materials.

- Undertake the project's administrative responsibilities for designated components of the Kingborough Sports Precinct, ensuring adherence to scope, budget, and schedule.
- Undertake other administrative tasks as directed, within the scope of skills and competence.

Work Health and Safety: To take reasonable care that your acts and omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

Authority and accountability: Employees at this level are working at an experienced level and are responsible for undertaking their own work without direct supervision,

Judgment and problem solving: Employees at this level operate at an experienced level in delivering specialist and complex work which requires a high level of skill and knowledge. The position requires the capacity to work independently and without direct supervision.

ORGANISATIONAL RELATIONSHIPS

Reporting Relationships

1. **Internal** – This position reports to the Project Director, Kingborough Sports Precinct.
2. **External** – The position will ensure strong relationships with the general public, community organisations, contractors, consultants, developers, and government agencies.
3. **Direct Reports** - This role has no direct reports.

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- Demonstrated project experience with strong administrative skills relevant to the position.
- Proven time-management skills, including the ability to plan, organise and prioritise tasks to meet tight deadlines and maintain high quality work.
- Strong interpersonal skills, with the ability to effectively communicate with a wide range of people and to handle public and stakeholder inquiries professionally and efficiently.
- High standard of written and verbal communication skills, including the ability to prepare correspondence, minutes, and reports.
- Demonstrated ability to work collaboratively and effectively both independently and in a team environment.
- Demonstrated initiative and capacity to display sound judgment.
- Proficiency in Microsoft Office products and experience in maintaining websites.

Desirable

- Ability to interpret plans, drawings, and technical documentation related to infrastructure projects.
- Relevant vocational or tertiary qualifications in project management, engineering, business administration, or land development.
- Knowledge of local government processes, electronic records management systems, and Geographic Information Systems (GIS).

Licences

- Current unrestricted motor vehicle driver's licence.