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| 1. POSITION INFORMATION | | | | | |
| POSITION TITLE: | | Project Administration Officer | REPORTS TO: | | Project Manager |
| POSITION LEVEL: | | 4 | FINANCIAL DELEGATION | | Nil |
| DEPARTMENT: | | Infrastructure and Environment | BUSINESS UNIT: | | Projects |
| REVIEWED BY: | | People and Culture | NEXT REVIEW DATE: | | May 2027 |
| APPROVAL DATE: | | May 2024 | APPROVED BY: | | CEO |
| 1. POSITION CONTEXT | | | | | |
| This position reports directly to the Project Manager and is responsible for the provision of administrative support to the Projects team to ensure successful delivery of minor and major projects. | | | | | |
| 1. POSITION’S KEY RESPONSIBILITIES | | | | | |
| 1. Provide high level administrative support to the Project Team in a professional, effective, efficient and timely manner. 2. Maintain project plans, project schedules, budgets and expenditures. 3. Arrange, coordinate and attend project meetings with project team, stakeholders and necessary delegates, create meeting agendas, project presentation materials, records meeting minutes, ensure action items are reported on and followed. 4. Raise purchase orders for the Projects team ensuring correct allocation of expenses. 5. Manage Council’s project tracking system, ensuring information is up-to-date and data is input in a timely manner and all records and maintained in accordance with Council’s record management system. 6. Being a point of contact for stakeholders, contractors and other relevant delegates, ensuring excellent customer service at all times. 7. Ensure all documentation for Projects team is filed correctly in Council’s records management system in accordance with Council policy. 8. Assist Project Managers with site inspections and progress reporting. 9. Ensure all contractors engaged have undertaken contractor induction and appropriate records are maintained. 10. Participate in the development of project tenders. 11. Participate in the reporting of funding acquittals and project milestones. 12. Work effectively in a team environment creating a great place to work and performance culture through leading by example. 13. Other responsibilities as shall be reasonably associated with or incidental to the above responsibilities or as shall, in the course of the employment, be agreed between the parties as being or forming part of the duties. | | | | | |
| 1. ORGANISATIONAL RESPONSIBILITIES | | | | | |
| 1. Ensure compliance with Workplace Health and Safety requirements. Comply with workplace procedures for risk identification, risk assessment and risk control. Participate in activities associated with the management of workplace health and safety. Identify and report health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace. 2. Assist in the implementation of the Katherine Town Council’s Local Counter Disaster Sub-Plan in the event of a disaster. 3. Ensure incumbent is dedicated to servicing our community and will listen to and proactively respond to their needs. 4. Foster sustainable, honest relationships with the community and stakeholders 5. Perform and deliver results that align with organisations strategic direction and serve our community. 6. Work in accordance with Council’s Vision and Mission statement. 7. Provide excellent customer service through incoming telephone calls, email and front counter enquiries | | | | | |
| 1. Selection Criteria | | | | | |
| Essential | * Demonstrated ability to meet the positions key responsibilities; * Current NT Drivers Licence; * Ability to work on tight deadlines; * Extensive knowledge of Local Government procurement processes and protocols; * Sound written and verbal communication skills; * Experience in Microsoft Office products and packages; * Ability to interpret various legislations in order to provide accurate and appropriate advice; * Demonstrated experience and ability to deliver good outcomes; * Extensive knowledge and skill gained through on-the-job training ; * Minimum experience of 2 years in similar or related role. | | | | |
| Desirable | * Project management/business or other related tertiary qualification; * Previous experience in Local Government role. * Design/drafting skills and experience using AutoCAD software would be beneficial to assist with Council’s need from time to time but not required. * Contract Administration experience would be advantageous but not required. | | | | |
| 1. ACKNOWLEDGMENTS | | | | | |
| Employee: |  | | | Date: | |
| Manager/HR: |  | | | Date: | |