

Project Administration Officer

Position Description

Directorate	Project Delivery, Waste and Disaster Management	Department	Project Development and Delivery
Reports To	Team Leader Contracts and Procurement	Direct Reports	No
Queensland Local Government Industry Award - State 2017 -Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level	Schedule 1, Level 2 -3

Position Purpose

This position will provide administrative support to the Project Development and Delivery department, assisting with the delivery of effective, consistent and cost-efficient project administration services to meet the needs of the community within the City of Moreton Bay area.

Position Context

Having regard for the varying scope and complexity of work required to be performed by a Project Administration Officer, this position has been approved as a broad-banded position. The intent is to allow the appointment of team members at an appropriate level based on their professional experience and the complexity of the tasks they will manage independently.

Key Responsibilities and Outcomes

As a Project Administration Officer and member of the Project Development and Delivery team you will:

- Provide administration support and assist in the preparation of contract and tender documentation and reports.
- Monitor incoming and outgoing communication (including customer requests) ensuring all correspondence is managed professionally in a timely manner.
- Prepare agendas and record and distribute minutes of meetings and attend to matters which require follow up.
- Undertake a range of project activities such as creation and distribution of project notices, signs and bulk mailouts etc in support of the work delivered by the department.
- Manage the administration of purchase orders, financial claims and progress reports for staff and management as required.
- Assist in the development, maintenance and improvement of systems and documentation to support the effective management of contracts and tenders.
- Respond to queries and proactively engage with key stakeholders to ensure effective, consistent and cost-efficient contract management deliverables and outcomes are achieved.
- Contribute to a positive team environment to achieve a high performance, continuous improvement and customer focused culture

Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values, expectations and behaviours.

SERVICE

TEAMWORK

INTEGRITY

RESPECT

SUSTAINABILITY

Decision Making

<i>Budget</i>	N/A
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Considerable experience providing effective administrative support within a large operational business.
- Sound knowledge in the use and application of IT business solutions to support efficient and effective electronic business processes.
- High level attention to detail with the ability to prepare quality business correspondence.
- Strong time management skills and the ability to manage conflicting priorities and meet deadlines.
- Well-developed people and relationship management skills with the ability to work in a positive team environment communicating and engaging effectively at all levels

Qualifications

- Certificate III in Business Administration or considerable equivalent experience.
- Current C class driver's licence.

Success Profile

Level 2- To perform at this level the team member will bring:

- Provide administration support to the Project Development and Delivery team including tender documents and reports with guidance from the Team Leader Contracts and Procurement.
- Monitor incoming and outgoing communication ensuring all correspondence is managed in a timely and professional manner under general guidance and direction.
- Provide assistance to the Team Leader Contracts and Procurement to maintain, develop and improve system processes and documentation.
- Respond to queries and proactively engage with key stakeholders to ensure effective and consistent outcomes.
- Contribute to a positive team environment.

Level 3 - To perform at this level the team member will bring:

- Provide administration support to the Project Development and Delivery team including tender documents and reports with limited guidance from the Team Leader Contracts and Procurement.
- Monitor incoming and outgoing communication ensuring all correspondence is managed in a timely and professional manner with limited supervision.

- Respond to queries and proactively engage with key stakeholders to ensure effective, consistent and cost-efficient contact management deliverables and outcomes are achieved.
- Contribute to a positive team environment.

Remuneration and Progression

Positions will be established with a range of Level 2 to Level 3, and team members will be appointed based on their demonstrated skills and experience commensurate with this framework.

Progression between Levels 2 and 3 will not be automatic. Reviews will be scheduled with each team member annually. Progression will be assessed on an individual basis with justification provided to the Manager for their consideration utilising the Project Administration Officer Broad Banding Review Form, referencing the criteria outlined at each Level under this framework.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.