DUTY STATEMENT – CASUAL ROLE

Project Administrator

Position Level  | Level 5
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Faculty/Division | --------------
Original document creation | August 2022

Position Summary

Level 5
A Project Administrator (Level 5) provides effective and efficient administrative support to project timelines and deliverables.

This role will:
- Draft project plans
- Monitor project deliverables and schedules to ensure timelines are being met
- Prepare meeting agendas and minutes
- Perform administration in relation to project deliverables, such as responding to emails or routine queries.
- Communicate with project team members via email, telephone or MS Teams on project related matters and action items.
- Arrange room bookings and meeting peripherals
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

A person engaged is generally expected to have the following skills and experience:
- Computer literacy with demonstrated skills in Microsoft Office applications and project related databases and management systems.
- A relevant tertiary qualification and experience working on projects

Additional Pre-employment checks required for this position
- Nil
About this document

This Duty Statement outlines the job duties, required skills & pre employment checks required to successfully perform the role.

This document is intended to determine the scope of the position. To change the requirements of a position contact the HR Business Partnering team.