



Make  
it matter.

## POSITION DESCRIPTION

# Project Administrator

Faculty/Division

Classification Level

Hours & Span (Category)

Position number

Shiftwork status

Allowances

On call arrangements

Original document creation

Office of the VC

Professional 5

G - Administrative, Clerical, Computing, Professional & Research Staff

[Click or tap here to enter text.](#)

NOT SHIFTWORKER

[Click or tap here to enter text.](#)

[Click or tap here to enter text.](#)

18 May 2023

### Position Summary

The Project Administrator plays a key role within the Strategic Alliances and Initiatives team in providing practical and efficient administrative and project support for teams and key stakeholders within the portfolio.

The role will build and utilise relationships both internally and externally to provide support in relation to project coordination, along with general administration for key programs and projects, and facilities management.

The role reports to Manager, Strategic Alliances & Initiatives supporting the portfolio and has no direct reports.

### Accountabilities

Specific accountabilities for this role include:

- Provide a high level administrative and project support to the Director and Executive Lead, Strategic Alliances & Initiatives and other staff as required across the team.
- Act as the first point of contact for internal and external stakeholders, maintaining effective channels of communication, analysing requests and correspondence to prioritise as well as urgent and often sensitive matters.
- Manage shared inboxes and respond to email enquiries from internal and external stakeholders, and initiate, action, or escalate as necessary.

- Assist in the development of presentations, reports and other correspondence.
- Provide effective specialist advice relating to administrative guidelines, processes, and activities.
- Monitor, track, and report on the status of project deliverables and other activities to ensure projects are running in line with approved project plans and schedules including the development of monthly status update reports.
- Develop and maintain detailed filing systems, spreadsheets, databases, websites, and other administrative systems.
- Draft agendas, minutes, correspondence, briefing notes, and guidelines for specific committees and meetings as required.
- Maintain CRM contacts and file uploads and maintain mailing lists and user manual, acting as the point of contact for team issues or queries, and liaising with the technical team regarding issues.
- Responsible for writing and developing content for the Alliances Operations Manual and maintaining up to date information.
- Review and monitor finance administration requests, including but not limited to, purchasing, travel, credit card reconciliation, expense reimbursements, payment requests and billing processes.
- Arrange, support, and promote meetings and events for internal and external stakeholders.
- Undertake induction and new starter process for new staff and visitors including access to systems and building and site orientation.
- Participate in relevant projects and business improvement activities to streamline processes and facilitate administrative efficiency.
- Maintain working order of office amenities including the supply of stationery and liaising with relevant stakeholders for the preparation of equipment and technology.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- 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 psychosocial or physical health and safety of yourself or others.

## **Skills and Experience**

- Relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training, and experience.
- Advanced time management, organisational and problem-solving skills, including the ability to meet deadlines.
- Well-developed interpersonal and written and verbal communication skills.
- Demonstrated experience providing effective customer service and support to clients at all levels.
- Highly proficient computer literacy with excellent skills in Microsoft Office applications.
- Ability to make sound judgements and work both independently and as part of a team.
- Demonstrated experience supporting and contributing to projects and initiatives.
- Advanced numeracy skills.

- An understanding of and commitment to UNSW's aims, objectives, and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

### **Pre-employment checks required for this position**

- Verification of qualifications

#### About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.