THE UNIVERSITY OF
MELBOURNE

Project Services
University Services

Project Administrator

POSITION NUMBER	0037895
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	PCS 6 - $77,207 - $83,573 per annum
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	Full Time (1 FTE) Continuing
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers, under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Meredith Mail Tel +613 83448694 Email meredith.mail@unimelb.edu.au *Please do not send your application to this contact*

For information about working for the University of Melbourne, visit our website:
http://about.unimelb.edu.au/careers

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

 The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Growing Esteem', at http://about.unimelb.edu.au/strategy-and-leadership

UNIVERSITY SERVICES

University Services is the shared services function for the University of Melbourne. We are dedicated to operating with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best. This component of the Melbourne Operating Model is the largest administrative unit within the University and is committed to:

- Putting the university first, by acting in the best interest of students, academics and overall strategy
- Maintaining a culture of service excellence
- Working together as one team to achieve results through collaboration, respect and expertise.

University Services is comprised of over 1,600 staff and consists of nine portfolios delivering a range of transactional services and expert advice:

- Academic Services
- Business Intelligence and Reporting
- External Relations
- Finance and Employee Services
- Infrastructure Services
- Legal and Risk
- Procurement
- Project Services
- Research, Innovation and Commercialisation

			Purpose:

Job Title: Project Administrator	**Purpose:**
Reports To: Senior Project Administrator, Enterprise Portfolio Management Office (EPMO) **Group:** University Services **Department/School:** Project Services **Location:** Parkville	Work with project managers from across Project Services to manage projects across the project portfolio to ensure strategic, operational and financial goals are met. Responsible for the administration and coordination of projects across the University's projects and programs portfolio and deliver project support to the Enterprise Portfolio Management Office. Project support activities include organising and documenting meetings, events and activities; managing logs and records; where necessary, assisting with project schedules, risks and issues, project documentation, and liaising with vendors and stakeholders, and other administrative tasks as required.
Employment Type: Continuing **Employment Fraction(FTE):** 1	**Mandatory Qualifications:** Tertiary qualifications in a relevant discipline and or equivalent mix of education and relevant experience Project Administration qualifications or equivalent experience

	Key Dimensions	Details required	Key Relationships	
1	Direct Budget Accountability	#	**External** Service providers Relevant Industry Groups	**Internal** Chancellery Academic Divisions University Services Portfolio Project Services Managers
2	No. of Direct reports	0		
3	No. Indirect reports	0		
4	Level of supervision	General		
5	Task level	Moderate		
6	Organisational Knowledge:	Moderate		
7	Judgment	Significant		
8	Operational Context			
9	Other relevant indicators			

Core Accountabilities
List up to 10 Core Accountabilities

Working to co-ordinate activities and support projects and programs across the University's portfolio.
Co-ordinate project meetings (including team meetings, Steering Group meetings, Stakeholder workshops, events and other activities) as requested.
Schedule meetings via Outlook Calendar and invite appropriate attendees.
Manage booking of venues, equipment and catering as required.
Assist in preparing agendas and pro-actively manage attendees to ensure they are appropriately briefed and to ensure attendance.

Take minutes and action items for meetings and ensure timely turnaround for review and distribution.	
Assist with project schedules as required, risks, issues, action and change logs including follow-up and status reporting of tasks.	
Assist in the production of Program and Project reports in line with project methodologies, templates and structures.	
Administer and organise project documents to ensure tracking, status and versions.	
Participate in other program and project activities, as required. This may include supporting Change and Communications, Resourcing, Recruitment and/or Finance.	
Assist in arranging travel for project resources as necessary including air travel, accommodation, itineraries and appointment schedules.	
Demonstrate the University Services Values of University First by acting in the best interest of your employer; displaying Service Excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively as One Team, connecting with people and building relationships in your workplace.	

Key Selection Criteria required for successful performance in role			
Leadership/Interpersonal Competencies	**Level Required***	**Technical Competencies**	**Level Required***
Planning and organisation	Established	Prior experience in supporting projects, with a demonstrable interest in project roles and methodologies	Applying
Outcome focused	Established	Effective documentation and reporting skills	Established
Service orientation	Applying	Strong skills in desktop computer products, especially Outlook, Word, Excel, PowerPoint & Visio	Established
Teamwork	Applying	Experience in updating Web content	Applying
University citizenship	Applying		

* Legend:
Acquiring: Still developing this competency
Applying: General use and application of this competency but not yet to an advanced level
Established: Well advanced in the use and leveraging of this competency
Mastery: Utilising this competency for far reaching benefit –few others in the Industry/Sector operate at this level

***Competencies/Selection Criteria** – For information to assist you with compiling short statements to answer the selection criteria please click here. The University also has a competency index that outlines the desired competency and its indicative behaviours please click here.