

Position Description

Position Title: Project Administrator	Location: Launceston (preferred)	Water Award Classification: Level 4
Reports To: GM PDD (subject to change)	Direct Reports: Nil	
Primary Objective		
To provide project and contract administrative support to the Project Managers and PDD team, for the effective management and delivery of projects for TI.		
Key Roles and Responsibilities		
<ul style="list-style-type: none">• Prepare agendas and minute project and other meetings.• Preparation of reports, letters, emails, and other documents using Microsoft software, and filing relevant documentation.• Creation of Purchase Orders for approval by Project Manager and report on monthly spend against purchase orders.• Updating of various documents associated with Project Management Plans, and assist with project reporting.• Preparation and coordination of expense claims.• Other general administrative duties as requested.• Provide high-level administrative support by coordinating correspondence, preparing statistical reports, handling information requests, and performing clerical work.• Effectively organise the commitments of the Project Managers (scheduling diaries, arranging conference calls, prioritizing tasks, meeting tight deadlines, making travel arrangements).• Some basic monitoring of project costs, progress against schedule from TI's Project Management System.• Assist in the improvement, maintenance and development of support systems and documentation used within the Department.• Operate with a high degree of initiative in a dynamic work environment.		
Workplace Health & Safety		
<ul style="list-style-type: none">• Be responsible for own health and safety (including mental health) and the health and safety of others.• Actively promote workplace health and safety.• Understand and deliver on workplace health and safety responsibilities, and follow and enforce procedures for reporting hazards, incidents and injuries in line with company and certification requirements.• Be aware of and promote fire and emergency procedures.• Ensure all workplace health and safety related policies and procedures are always upheld, and abide by all workplace health and safety directives, including complying with safe work practices including utilisation of personal protective equipment and clothing.		
Organisational Environment		
<ul style="list-style-type: none">• Work with all employees to proactively maintain a positive, enduring culture and work environment.• Act with integrity and fairness in dealings with internal and external stakeholders.• Work efficiently under pressure with multiple priorities.• Ensure all work carried out retains its simplicity while being of the highest standard.• Adhere to TI instructions, policies and procedures to ensure safe and correct working practices whilst still achieving required results.		

Skills and Competencies / Selection Criteria	
Essential	Desirable
Experience with administration activities for projects including preparation of reports, spreadsheets and correspondence, minute taking, agendas, report writing	Relevant vocational or tertiary qualifications in relevant discipline – e.g. Certificate IV in Business
Experience in administrative procedures and systems including document control, data entry and file management	Administration of various aspects of a variety of types of projects, or equivalent demonstrated competence
Demonstrated high level proficiency in Microsoft Office suite software applications	Relevant industry experience
High levels of communications skills, enabling the ability to communicate with internal and external stakeholders	Demonstrated ability to communicate effectively with internal and external stakeholders and provide information and support within established guidelines and timeframes
Experience with financial, procurement and project reporting software applications	
TI Capability Level 4: Communicates with Influence Cultivates Productive Working relationships Shapes Strategic Thinking Exemplifies Personal Drive and Integrity Achieves Results.	
Physical Requirements	
This role is office based & remotely (in align with Covid-safe measures). Access to office via stairs. Lift access?	
Key Working Relationships	
<p>Internally this position works mainly with:</p> <ul style="list-style-type: none"> • Project Manager(s) and Program Development and Delivery team • Technical Support Services team • Environmental, Health and Safety team • Water Delivery team <p>Externally key working relationships are with:</p> <ul style="list-style-type: none"> • Landholders • Contractors • Consultants • Suppliers and service providers 	

Performance Criteria

TI Capability Level 4

Communicates with Influence
Cultivates Productive Working relationships
Shapes Strategic Thinking
Exemplifies Personal Drive and Integrity
Achieves Results

Verification:

We certify that the content of this position description is accurate:

Position Holder: _____ / /

CEO : _____ / /

TI capabilities at level 4

Communicates with Influence	Cultivates Productive Working Relationships	Shapes Strategic Thinking	Exemplifies personal drive and integrity	Achieves Results
<ul style="list-style-type: none"> •Communicates clearly, listens •Understands and Adapts to Audience •Negotiates Persuasively 	<ul style="list-style-type: none"> •Nurtures Internal and External Relationships •Facilitates Cooperation and Partnerships •Values Individual Differences and Diversity •Guides, Mentors and Develops People 	<ul style="list-style-type: none"> •Inspires a sense of purpose and direction •Focuses strategically •Harnesses Information and Opportunities •Shows Judgement, Intelligence and Common Sense 	<ul style="list-style-type: none"> •Demonstrates professionalism and probity. •Engages with risk and shows personal courage, commits to action, •Displays resilience and adaptability •Demonstrates self-awareness and commitment to personal development. 	<ul style="list-style-type: none"> •Builds Organisational Capability and responsiveness •Harnesses professional Expertise •Steers and Implements Change and Deals with Uncertainty •Ensure Closure and Delivers on Intended Results.
Behavioural Descriptors	Behavioural Descriptors	Behavioural Descriptors	Behavioural Descriptors	Behavioural Descriptors
<ul style="list-style-type: none"> •Listens actively to ensure views and information are properly exchanged. •Keeps people up to date and fully informed of any changes to the original communication or plan. • Uses and adapts style to the needs of the audience. •Establishes credibility and approaches negotiations persuasively. •Offers convincing rationale which has been thought through in advance and carefully positioned with reference to desired TI outcomes as outlined in contracts or service goals. •Checks with others to ensure views have been fully understood 	<ul style="list-style-type: none"> •Nurtures internal and external relationships. •Responds to others in a respectful and appropriate manner. •Supports the development of a work environment where people work together and value collaboration and teamwork. •Supports and respects the individuality of others and recognises the benefits of diversity. •Seeks assistance when necessary and provides the same to others. •Recognises different skill areas and levels of expertise. •Works in partnership with colleagues across TI and creates a sense of interconnectedness with all areas of TI, ensuring opportunities to share views. 	<ul style="list-style-type: none"> •Contributes to and shapes the organisation's vision and goals. •Contributes to the team planning. •Thinks about problems from different perspectives. •Keeps abreast of technical changes relating to their functional area. •Critically evaluates information before applying intellect and experience to the final judgement. 	<ul style="list-style-type: none"> •Adheres to and promotes Tas Irrigation Values. •Takes responsibility for getting things done. •Shows strong commitment to continued learning and development and looks for opportunities to enhance own skills. •Willing to speak up about issues or recognise good work. •Prepared to ask for help. 	<ul style="list-style-type: none"> •Works across the organisation to achieve agreed outcomes and results. •Takes advantage of information technology, share ideas and intentions. •Helps to establish systems and processes. •Values specialist/technical expertise and places emphasis upon creating an environment which facilitate the sharing and effective use of professional knowledge and skills