



TASMANIAN PORTS CORPORATION PTY LTD

POSITION DESCRIPTION

POSITION TITLE:	Project Administrator
REPORTS TO:	Project Director, Major Projects
DIVISION:	Assets Logistics and Marine
LOCATION:	Hobart or Devonport
CONDITIONS:	3 year - full-time, fixed term

PURPOSE OF THE POSITION

To provide an effective, efficient, and consistent approach to administrative tasks, document and information distribution, report collation and communication processes.

KEY DUTIES

- Assist with coordination and control of documentation through the entire design and construction phases of the project;
- Attend and minute meetings including business governance and coordination, procurement and construction meeting;
- Assist in the collation of monthly reports and general data completion;
- Coordination of key project personnel calendars and meetings;
- Raising and administration of purchase orders;
- Monitoring and controlling supply costs and contracts;
- Assist and support the startup of all new projects from a quality control perspective – working with project teams to develop work flows, mail processes such as RFI's and Change Requests etc;
- Assist in ensuring compliance to Programme Management Plan quality and assurance requirements;
- Assist key project assurance functions in implementing and administering new and current processes;
- Assist Programme and Project Managers with the collation of documentation in line with the Project Management Methodology and legislative requirements;
- Photocopy, scan, upload, transmit and manage hardcopy and electronic work pack documentation where required;
- Create, review and issue of weekly reports including RFI, change request, outstanding workflows and outstanding mail;
- New staff inductions and training were required; and
- Other basic administration and housekeeping functions as required.

LEVEL OF RESPONSIBILITY / ACCOUNTABILITY

Reporting to the Project Director Major Projects, the incumbent should possess the skills and abilities to undertake a level of administrative and technical expertise in systems, document management, training and administration, finance and business administration. The incumbent should have strong communication skills with internal and external stakeholders, have good planning and organisational skills, able to schedule and prioritise their own workload and willing to support all aspects of the overall project.

Tasports Health, Safety and Environment Responsibility and Authority

Refer to Section 4.7 of the *Tasports HSE Responsibility and Authority Procedure*

Supervisory Responsibility

Direct Reports: 0
Indirect Reports: 0

KNOWLEDGE, SKILLS AND EXPERIENCE (SELECTION CRITERIA)

1. 2 years' experience working in a project administration, control or management role
2. Experience with electronic document management and document controls system
3. Experience with financial procurement systems
4. Experience with project management systems, process and practices
5. Ability to interpret, write and apply complex procedures
6. High level of computer skills with demonstrated experience with Microsoft Office Products
7. Analytical, conceptual, problem solving, self-management and time management skills.
8. Excellent oral and written communication with relationship management and training skills.
9. Ability to manage day-to-day operations as well as support multiple and varied projects in general administration support

QUALIFICATIONS

Essential

- Ability to acquire a Marine Security Identification Card (MSIC) card

Desirable