

## Position Description – Project Administrator

POSITION DETAILS	
Portfolio	Corporate Services
Organisational Unit	People and Culture
Supervisor	Project Lead - People and Culture
Classification	Higher Education Officer Level 4
Employment Type	Full-time, fixed-term (12 months)

POSITION SUMMARY
<p>The Project Administrator will provide administrative support, under general direction, across the People and Culture key projects which will enable the University to realise the Achieving 2025 strategic intent.</p> <p>Responsibilities will include preparation of documentation, in addition to diary management and various administrative tasks, which will support the University’s organisational restructure and project objectives for continuous improvement in line with its strategic vision.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University’s code of conduct and are expected to:</p> <ul style="list-style-type: none"> <li>• demonstrate commitment to the University’s values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred;</li> <li>• contribute to the efficient and effective functioning of the team or work unit in order to meet the University’s objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one’s supervisor;</li> <li>• promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;</li> <li>• perform their responsibilities in a manner which reflects and responds to continuous improvement; and</li> <li>• familiarise themselves and comply with the University’s <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies.</li> </ul>

#### KEY POSITION RESPONSIBILITIES

The Project Administrator is accountable for:

1. Providing efficient administrative and transactional support for the People and Culture Project Team including, but not limited to, arranging meetings, diary management, management of correspondence, and preparation and formatting of documentation including reports, information packs, letters and emails.
2. Supporting the delivery of project deliverables and initiatives identified by the Project Lead – People & Culture, which may include assisting in the development of key documents and resources tailored to particular project needs.
3. Maintaining University relationships which support the overall achievement of People and Culture support and service delivery objectives.
4. Providing support across varying projects, by undertaking a range of tasks including drafting agendas and minutes, co-ordinating follow-up action and drafting correspondence as required.
5. Supporting the delivery of People and Culture projects into the various work streams and provide input into their development.
6. Supporting the development of processes and work systems related to the People and Culture projects.
7. Ensuring all interactions model a responsive, customer focused service and performance driven culture.
8. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

#### KEY POSITION CAPABILITIES

- Excellent organisational and administrative skills, including the ability to support projects, work collaboratively to prioritise workloads, problem solve and meet deadlines.
- Well-developed interpersonal skills with demonstrated ability to liaise effectively with a wide range of stakeholders.
- Well-developed written and oral communication skills including experience with the preparation of documentation, including inputting to draft correspondence, minutes, reports and other resource materials.
- Proficiency in using the full range of Microsoft Office applications, including PowerPoint, Word and Excel.
- Demonstrated understanding of, and commitment to, the requirements of confidentiality and flexibility within a professional work team.
- Completion of a Certificate IV with relevant work experience or an equivalent combination of relevant experience and /or education/training.
- Experience working in the Higher Education Sector is desirable.