

# WHITEHORSE CITY COUNCIL

## Position description

<b>Job title:</b> Project Administrator- EOI	
<b>Classification:</b> Band 5	<b>Effective Date:</b> May 2024
<b>Reports to:</b> Project Director	<b>Tenure:</b> Fixed Term 12 Weeks

### About us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



**Excellent Customer  
Experience and  
Service Delivery**



**Great  
Organisational  
Culture**



**Innovation  
and Continuous  
Improvement**



**Good Governance  
and Integrity**



**Long Term  
Financial  
Sustainability**

### We value:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. It is expected that all employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

#### Collaboration

We work flexibly together to achieve outcomes and solve problems.

#### Respect

We actively listen, value diversity and care.

#### Excellence

We adapt, respond, learn and grow.

#### Accountability

We take responsibility and follow through on our promises.

#### Trust

We act with integrity and are empowered to make decisions.

## Goal Statement

To provide high quality administrative support to the Major Projects Department.

## Key Responsibilities

### *Position Specific Responsibilities*

- Meet regularly with the project teams to understand the specific needs of each project and determine where assistance is needed. Assistance may be in tracking delayed payments, making copies, coordinating meetings, preparing agendas, reviewing and sending out meeting minutes, following up with subcontractors or material suppliers to ensure the proper documents are received; and other needs as required.
- When a new project is assigned, an appropriate electronic and main file in HPE Content Manager is set up standard folder files.
- Review each project from start to finish and become familiar with the unique and regular aspects of the project. Understand the invoice/payment cycle and assist in coordinating and ensuring timely payments and in accordance with the SOP Act.
- Interface with contractors, consultants and subcontractors to ensure contracts, insurance details and company information are up to date.
- Attend project and team meetings, take minutes and distribute.
- Liaise the Strategic Communications and Customer Service Department to update and maintain project websites.
- Update project communication mediums, send out to Council stakeholders for review and comments. Update and distribute communication.
- Source, manage and organise industry training for project staff.
- On receipt of vendor contracts, company information and purchase orders, thoroughly review before entering/filing to ensure all elements have been returned and signed in the appropriate locations update compliance flag in Council accounting system.
- Raise purchase requisitions on Oracle and manage payments in a timely manner.
- Liaise with project managers (PM's) to ensure that capital costs are allocated correctly, raising/tracking status/approval of blanket purchase orders (PO's) for suppliers/contractors per financial year and during the course of the year. Assist PM's to carry over project funding from previous financial year and determine when/what is available funds are remaining within contract and ensure that it aligns with Procurement, Capital Works team and MAGIQ.

- Ensure accurate Capital Work balances are calculated for the End of Year Accounts. This includes the calculation of accruals that are based on sound methodology, approval of weekly/monthly invoices for payments pending contractual agreement or non-contract especially during the middle of the month and end of the month.
- Ensure accountability in relation to policies and procedures in particular the Procurement Policy and be the primary contact for all accounts payable enquiries/invoices received for all major projects including verify, reconcile and approve.
- Provide project analytical support as required which may include sorting out unmatched invoices/incorrect PO's # on invoices and raising new vendor request for suppliers not in the procurement system.
- Familiarity/proficiency in use of Magiq (financial reporting system) to view project budgets and expenditure.
- Assistance in delivering small packages of works such as signage, communications distributions, etc.
- Involvement of writing reports such as Project Decisions, PCG Reports, Council Reports, Project Advice Notices, etc
- Responsibility for scheduling and running monthly Major Projects departmental meetings
- Other administrative tasks involving the Major Projects department such as stationary orders, organising morning teas, other events.

#### *Corporate Responsibilities*

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.
- Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety.

## Authority

Budget: Nil.

Staff responsibility: Nil.

Decision Making: The position will require problem solving and has the scope to exercise discretion in the application of the established standards and procedures.

## Key Relationships

Reports to the Project Director and liaises with Department staff, Council staff, Government Departments, other municipalities, service providers, contractors, suppliers, community groups and customers.

## Skills and Attributes

Qualifications/Certificates/Licences and Experience

- Experience in previous administrative roles.
- Knowledge and/or experience with building project environments desirable.

Technology

- Experience and proficiency in Microsoft Office packages, including Word, Excel, Records Manager, Pathways and Council's various purchasing and administration software.

Interpersonal

- Good oral and written communication skills and excellent telephone manner.
- Be able to resolve job specific problems and gain cooperation and assistance from staff, members of the public and customers in the administration of well-defined activities.
- Maintain open and frequent communication with the Major Projects team to ensure priorities are set and expectations are clear.

Leadership/management:

- Cooperate with other staff and gain assistance where required.

Other Attributes

- Skills in managing time and organising and planning own work.

## Physical Requirements

**POSITION TITLE:** Project Administrator

**LOCATION/DEPARTMENT:** Whitehorse Civic Centre / Major Projects

### TASK DESCRIPTIONS

Task	Performed Often	Performed Sometimes	Never/Rarely Performed
Keyboard duties	✓		
Reading tasks	✓		
Writing tasks	✓		
Sitting (extended periods)	✓		
Walking/standing (briefly)	✓		
Walking/standing (extended)			✓
Driving car/utility/truck			✓
Lifting/carrying duties (light)		✓	
Lifting/carrying duties (heavy)			✓
Pushing/pulling tasks (light)			✓
Pushing/pulling tasks (heavy)			✓
Chopping/digging tasks			✓
Bending/kneeling requirements			✓
Climbing stairs/ladders/scaffolds			✓
Handling grease/oils			✓
Exposure to dust/dirt			✓
Exposure to hazardous materials			✓
Exposure to noise			✓
Repetitive arm/wrist/hand movements	✓		