

POSITION DESCRIPTION

POSITION TITLE:	Senior Project Administrator
POSITION NUMBER:	5734
DIVISION / SECTION:	Corporate Services
SUPERVISOR:	Business Manager - 2599
CLASSIFICATION LEVEL:	PAT Level 7
SALARY RANGE:	\$99,341 - \$107,806
STATUS (FTE):	Up to 1FTE
LOCATION:	Darwin, Northern Territory
DIRECT REPORTS:	0
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	Ability to obtain and maintain a National Police Clearance.

ABOUT MENZIES:

Menzies is a national leader in research and education that improves health outcomes for Aboriginal and Torres Strait Islander people and populations across our region. As a leader in global and tropical research into life-threatening illnesses, Menzies continues to translate its research into effective partnerships and programs in communities across Australia and the Asia-Pacific region.

SUMMARY OF POSITION:

Menzies research is funded through a combination of competitive grant funding, service and consulting agreements. Excellence in grant administration compliments research excellence, enabling efficient use of resources and enhances Menzies reputation as a high performing research institution. The Senior Project Administrator will provide expert administration support to a range of research projects.

Reporting to the Business Manager, this role will provide high level administration advice and support to research teams, including human resource, finance, contract and grant management, across different stages of the project lifecycle. The role will work effectively within the established policy framework, identifying and escalating complex and exceptional issues to the Business Manager. The key deliverable for this role is effective, high quality project administration in accordance with funding agreements, program priorities and Menzies policies and procedures.

PRIMARY RESPONSIBILITIES:

The following responsibilities are not exhaustive and may include others as directed by the Supervisor:

1. Provide high quality administration support services and advice to research projects across different stages of the project lifecycle, including set-up, maintenance and close out.
2. Establish and support the maintenance of effective project documentation systems and processes.
3. Provide support to research teams in the recruitment, induction and onboarding activities for new staff.

4. Support grant fund management, including provision of advice based on funding agreements and internal policy, raising and paying invoices, preparation, submission and re-forecasting of budgets, identifying and reporting on budget variances and meeting compliance reporting requirements.
5. Prepare high-quality legal briefs and draft agreement schedules, ensuring timely review, execution, and distribution of contracts.
6. Maintain current understanding of approved systems, policies and processes, ensure that all activity is conducted in accordance with Menzies policy and procedures. Support the training and upskilling of research teams to enhance capability and confidence across project administration tasks.
7. Support the Business Manager and Project Management team in developing and reviewing of project management guidelines and identify opportunities for process improvement to enhance project delivery and performance.
8. Understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers, and visitors.
9. Carry out any other tasks as reasonably required by the Supervisor, Manager and/or Director.

SELECTION CRITERIA:

Essential:

1. Graduate qualifications in a relevant discipline and relevant experience; or an equivalent combination of relevant education, training and experience.
2. An understanding of best practice human resource management processes and experience in staff recruitment and onboarding.
3. Expertise in budgeting, financial management and reporting and the ability to effectively support grant holders who may have limited accounting knowledge and financial managements skills.
4. Demonstrated excellent written and verbal communication skills, that enable sensitive and effective communication with a wide range of stakeholders and people from diverse cultures.
5. Understanding of statutory obligations with privacy and confidentiality, demonstrated ability to maintain the integrity, security and confidentiality of information and to exercise good judgment and discretion.
6. Proven ability to work collaboratively toward shared objectives, while effectively following direction on priorities, and demonstrating resourcefulness and self-motivation..
7. Demonstrated high level computing skills including online systems, programs, and platforms, cloud-based document management systems, and the ability to adapt to new technologies.
8. High level organisation skills, with attention to detail, and the ability to effectively work across business and financial processes and systems.
9. Demonstrated understanding and commitment to good governance and compliance with policies and procedures.

Desirable:

1. Recent experience in a research organisation, not-for-profit or similar grant funded context.
2. Familiarity with the project management cycle and experience working on the implementation of grant funded projects.
3. Familiarity with legal processes and contracts and recent contract administration experience.

COMMITMENT TO ABORIGINAL AND TORRES STRAIT ISLANDER WORKFORCE:

Menzies is committed to providing a culturally inclusive and supportive work environment, and ensuring our workforce is representative of the people with and for whom we work. We seek to amplify Aboriginal and Torres Strait Islander voices in all aspects of our work, and we strongly encourage Aboriginal and Torres Strait Islander peoples to apply for this position.

APPROVED BY: Menzies Human Resources
DATE: 09/05/2025

Professional Administrative and Technical Staff Level 7		
PACKAGE COMPONENT	Minimum Value PAT Level 7/1 (\$)	Maximum Value PAT Level 7/4 (\$)
Gross Salary (position advertised as Professional Administrative and Technical Staff Level 7)	99,341	107,806
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre-tax salary)	13,908	15,093
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,650 Meal Entertainment Card)	8,469	8,469
Leave Loading (payable on the last pay before Christmas – first year will be a pro rata payment)	1,724	1,724
TOTAL SALARY PACKAGE	\$123,442	\$133,092