

## PROJECT ADMINISTRATOR (MARINE OPERATIONS)

Position Level: L2

Location: Port Hedland

Effective Date: August 2026

### Responsibilities

The Project Administrator (Marine Operations) is responsible for the delivery of timely, efficient and effective administrative and project support to the Marine Operations Team including Harbour Masters, Marine Services, Pilotage and Dredging.

### Reporting

The Project Administrator (Marine Operations) reports to the Executive Assistant Marine.

### Accountabilities

| Result Area                                 | Major Activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| 1. <b>Safety and People:</b>                | <ul style="list-style-type: none"> <li>• Further a safe, inclusive, and collaborative workplace, that supports the mental health and wellbeing of self, and others.</li> <li>• Identify actions and changes leading to continuous improvement of safe work environments; both physically and psychologically.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 2. <b>Integrated Management Systems:</b>    | <ul style="list-style-type: none"> <li>• Assist with the systems that ensure Pilbara Ports complies with all applicable codes, as well as its legal and statutory requirements.</li> <li>• Comply with and demonstrate a positive commitment to organisational processes and ISO Management Systems including Quality, Environment, Safety and Information Security.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 3. <b>Marine Operations Administration:</b> | <ul style="list-style-type: none"> <li>• Assist with preparation for internal and external meetings including booking meeting rooms and preparing agendas.</li> <li>• Manage and coordinate marine meetings including creation, review, and issue of meeting minutes.</li> <li>• Assist with the development of presentations.</li> <li>• Liaise with Pilbara Ports' Training team to schedule marine training in Port Hedland.</li> <li>• Provide general administrative support to the Marine Operations team including but not limited to coordinating and booking corporate travel arrangements, ordering of staff uniforms, and printing where required.</li> <li>• Manage purchasing activities and credit card reconciliations in Oracle, including raising purchase requisitions, reception purchase orders, and completing contract claims.</li> </ul> |
| 4. <b>Project Administration:</b>           | <ul style="list-style-type: none"> <li>• Administer marine related documents and systems including project reports and plans, change and issues registers, and operations status reports.</li> <li>• Assist the Harbour Master, Pilot Operations Manager and Dredging Manager with reporting, including: <ul style="list-style-type: none"> <li>• Track and report against contractor's local employment statistics.</li> <li>• Report on project schedule, progress, and safety and environment statistics.</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                             |

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|                             | <ul style="list-style-type: none"> <li>• Prepare and update financial reports (budget, cost, forecast).</li> <li>• Track and report 'Requests for Information' for the projects via the project transmittal system (Aconex).</li> <li>• Create, update, and track monthly Taskforce project status reporting for the projects.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>5. Document Control:</b> | <ul style="list-style-type: none"> <li>• Assist the Dredging Manager, Harbour Master and Pilots Operation Manager to maintain and ensure compliance with the Marine Operation Document Control Procedure.</li> <li>• Assist with the maintenance of marine plans, procedures and documents and manage document control transmittals, compliance and support to internal and external stakeholders in line with Pilbara Ports' document control processes and guidelines.</li> <li>• Administer Aconex to create, implement, and coordinate document approval workflows and undertake general project workspace maintenance, including backing up relevant files to Pilbara Ports Objective filing system.</li> <li>• Coordinate document workflows in accordance with Pilbara Ports Project Management Framework.</li> <li>• Receive, collate and distribute project documentation both internal and external to Pilbara Ports.</li> </ul> |
| <b>6. Other Duties:</b>     | <ul style="list-style-type: none"> <li>• Liaise with the Training and Development Coordinator to ensure minimum training is scheduled and attended by marine pilots.</li> <li>• Support internal and external resources on the use of Pilbara Ports systems, tools and documentation.</li> <li>• Other duties as required by the Executive Assistant – Marine or Marine Managers.</li> <li>• Manage administrative tasks such as booking, cleaning and inspection of marine transit units.</li> <li>• Be the Liaison officer for Pilot Positioning Units (PPU's), coordinate trouble shooting with ICT and organise international postage and point of contact with marine pilots.</li> </ul>                                                                                                                                                                                                                                              |

## **Selection Criteria**

### **Personal Attributes:**

- Exhibit behaviours that align with Pilbara Ports values of Safety, Excellence, Teamwork, Integrity, Care.
- Demonstrated commitment to an inclusive work culture that encourages diversity.
- Cooperative team member who is happy to assist with a broad range of requirements.
- Preference to work in a fast-paced, site office-based environment.

### **Work Related Requirements:**

- Demonstrated experience in project administration or similar.
- Awareness of project management, including the ability to track and monitor project related actions.

- Proven success coordinating document control requirements for a project including information management.
- Well-developed organisational and planning skills, with excellent attention to detail and the ability to work autonomously.
- Experience with Oracle Aconex, Oracle ERP and CAMMS would be beneficial but not essential.

Sound computing skills, as well as the ability to gain a Maritime Security Identification Card, and WA Driver's License are prerequisites for positions with Pilbara Ports.