Job Title:	**Project Administrator**	Position No:	CI11
Group:	Corporate Services	Service Area:	Project Management Office
Classification Level:	Administration Officer (AS05)		
Reports to:	ICT Project Manager	Direct Reports:	Nil

POSITION OVERVIEW

Project Administrator is responsible for providing administrative and project coordination support for a range of NLC projects. This position will liaise closely with the relevant Project Managers to progress projects in line with project strategies, plans and requirements. NLC projects include:

- The Land Use Management and Royalties (LUMAR) project - delivers a contemporary and consolidated system across all aspects of land use management and royalty distribution.
- The Permit Reform Project (PRP) - delivers a modern and intuitive system that streamlines stakeholder permit applications and enables visitor management on Aboriginal land and waters.
- ICT Project - implements the ICT roadmap in alignment with the 5-year plan.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Assist Project Managers with project administration including updating and managing plans, calendars and schedules (meeting all financial, HSE, QA and risk requirements).
- Coordinate logistics and undertake administrative services for meetings.
- Coordinate financial management, contract administration, and procurement activities ensure efficient and compliant operations.
- Manage project deliverables by effectively identifying and addressing risks and issues, and ensuring that all actions and documentation meet required standards
- Track and update project tasks, registers and checklists to ensure the smooth delivery of project plans.
- Develop draft documentation to aid regular reports to the relevant project stakeholders
- Accompany project staff at project meetings to document decisions, agreements and actions are recorded and tracked.
- Attend and provide administrative support at external stakeholder meetings and assist with associated communications and reporting requirements.
- Comply with NLC policy and procedures at both an organisational and operational level, ensuring that appropriate standards and operational protocols are maintained at all times.
- Perform any other reasonable tasks and duties that are required, that are within the scope of your position classification, service area and skill set as required.
- Adhere to the NLC Code of Conduct and work in a manner which is professional, respectful, and collaborative to foster sound working relationships within your immediate team and the broader organisation.
- Actively participate in performance enhancement processes and learning and development requirements of your role.
- Ensure your personal health and safety and that of others by undertaking your duties and tasks in a safe manner.
- Report all hazards and incidents to your direct supervisor immediately and complete all incident reporting requirements within the timeframes specified.

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ESSENTIAL REQUIREMENTS

- Diploma of Business, Information Technology or relevant equivalent qualifications.
- Minimum two (2) years of experience in ICT administration and support.
- Demonstrated experience delivering administrative services together with an ability to work collaboratively and effectively in a multi-disciplinary team.
- Sound ICT literacy skills including the use Database Management systems and Microsoft Office 365.
- Strong initiative with excellent problem-solving and decision-making abilities.
- Sound cross-cultural, interpersonal and verbal and written communication skills with an ability to effectively liaise, engage and coordinate across an organisation and to build productive working relationships with work colleagues, constituents and external stakeholders.
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.

DESIRABLE REQUIREMENTS

- Experience using Microsoft Project to effectively plan, track, and manage project tasks and timelines
- Experience with Enterprise Resource Planning (ERP) Systems.
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.

Date Approved: November 2024