Project Administration Officer- PMO

Position Description

Position number	505104
Directorate	Council Services
Immediate Supervisor	Manager Project Management Office
Supervising Positions(s)	Nil
Level	OP5

Position Approval

_____
Director Council Services

03/01/2025
Review and Approval Date

Position Objective

The Project Administration Officer will provide administrative oversight to the project management office ensuring legislative and project compliance.

Key Duties and Responsibilities

- In collaboration with the Manager PMO, conduct daily administration tasks to facilitate the smooth operation of the PMO.
- Process and monitor purchase requisitions, accounts payable and receivable invoicing and ensure timely and accurate financial records.
- Facilitate communication and positive working relationships between the PMO, internal departments, external stakeholders, including Local Authorities and community representatives to ensure project alignment with community priorities.
- Assist in preparing regular briefings and reports for project milestone or status updates, presenting risks and issues and project expenditure updates.
- Collaborate with the PMO team to ensure that project governance, compliance, and risk management frameworks are adhered to.
- Promote continuous improvement initiatives within the PMO to enhance efficiency and project delivery outcomes.
- Undertake any other duties as required by the Manager PMO, consistent with the role's level and responsibility.

Skills and Attributes

- Analytical decision-making skills with a collaborative approach to problem solving
- High level of communication skills to communicate with a diverse range of stakeholders.
- Strong literacy, numeracy and computer skills to create detailed non-standard reports and correspondence.
- Ability to manage financial and physical resources to complete objectives whilst remaining within a set budget.
- Cultural competence with the ability to engage with and respect the traditions, knowledge, and perspectives of remote Indigenous communities.

Role Requirements

Essential

- Experience working within an administration role ideally within a project management area.

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- Proven experience in preparing reports, monitoring progress, and managing risks and milestones, preferably within a remote or regional setting.
- Highly developed written communication skills.
- Sound working knowledge of procurement policies and process' relevant to local government.
- A deep understanding of the cultural, social, and political landscape of remote Indigenous communities, with a demonstrated commitment to cultural respect and sensitivity to effectively engage with Indigenous communities and Local Authority groups.
- Excellent organisational and time management skills with the ability to meet deadlines and manage multiple tasks in a fast-paced environment.
- Ability to obtain and maintain NT Working with Children (Ochre) Card.
- Satisfactory completion of a Criminal History Check.

Desirable
- Current Drivers Licence.
- Experience driving on unsealed roads
- Experience working within a local government or regional council context, particularly in remote or rural settings.
- Experience with NT Local Government procurement processes

Travel Requirements

This position is based in Alice Springs and may require travel to remote communities – including overnight stays – in the MacDonnell Regional Council area of service.

Physical Requirements

The role requires the following physical aspects:
- Sitting and/or standing for extended periods
- Working indoors in an office environment
- Manual handling of objects below 10Kg
- Travel in light aircraft or by 4WD vehicle on unsealed roads for lengthy periods

Employee Declaration

I have read and fully understood the position requirements as outlined in this document.

_____   _____
Signature   Date

Position Reporting Structure

Director Council Services
→ Manager Project Management Office
→ Project Management Officer | Project Management Officer | Project Management Admin

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