

Position/s Description

**Project Administrator (Buildings and Fleet Operations)
(POS2839)**

Directorate Department	Operations Buildings and Fleet Operations
Reports to	Manager Buildings and Fleet Operations
Number of Direct Reports	N/A
Position Grade	12
Employment Type	Permanent Full-time 35 hour week
Primary Location	Rose Street Depot
Date Approved	October 2025

Our Culture

We believe in the future of Liverpool and that our future is best described in the Community Strategic Plan (CSP).

We're a connected team with a shared purpose, determined to get the best results on the things that matter most for our community and people. We live our culture with a mindset of "A better way – every day."

**WORKING
TOGETHER**



**COMMUNITY
FOCUS**



ACCOUNTABILITY



**GROWTH &
DEVELOPMENT**



INNOVATION



Intent and Primary Purpose of the Position/s

The Project Administrator provides high-level administrative and project support to the Buildings and Fleet Operations department, contributing to the efficient and effective delivery of infrastructure projects and initiatives.

The role supports project planning, coordination, documentation, reporting and stakeholder engagement, ensuring projects are delivered in accordance with Council policies, regulatory requirements and project management best practice.

Position Outcomes and Accountabilities	
Outcomes Delivered	Performance Standard
Provide administrative and project support to the Manager Buildings and Fleet Operations and Commercial and Fleet Operations teams.	Administrative and project support is accurate, timely and aligned with project and business priorities.
Support planning, scheduling and monitoring of infrastructure projects.	Project activities are coordinated effectively, and progress is tracked against approved schedules and milestones.
Maintain accurate and up-to-date project documentation, registers and records.	Project documentation, registers and records are complete, current, auditable and compliant with Council procedures.
Coordinate project meetings, including agendas, minutes and action tracking.	Meetings are well-organised and actions are documented, communicated and followed up in a timely manner.
Support stakeholder coordination and communication across projects.	Stakeholders receive timely, accurate information and project objectives remain aligned.
Assist with project reporting and performance monitoring.	Progress reports, dashboards and metrics are accurate and support informed decision-making.
Support compliance with Council policies, regulatory requirements and WHS standards.	Projects comply with governance, legislative and safety requirements.
Assist with financial and contract administration for projects.	Financial records, approvals and contract documentation are accurate and maintained in accordance with Council requirements.
Maintain project site diaries, logs and daily performance records.	Site records are current and support performance, compliance and audit requirements.
Provide general administrative support to the Commercial and Fleet Operations team.	Administrative services support effective team operations and service delivery.
Support continuous improvement of project administration systems and processes.	Systems and processes are improved to enhance efficiency and consistency.
Support coordination of project-related events, launches and asset handovers.	Events and handovers are coordinated professionally and align with project milestones.

Decision Making Authority and Responsibilities

Decision Making	- Decisions with delegated authority as granted by CEO. - Determine appropriate actions, systems and processes in accordance with Council operating procedures. - Prioritise own work to meet business, customer and project delivery objectives.
WHS Responsibilities	Comply with Council's WHS Management System and contribute to safe work practices.
Financial Delegation	As per relevant delegation schedules.

Key Relationships

Who	Why
Managers and Directors	Provide project support, reporting and administrative assistance.
Team Leaders, Project Managers and Coordinators	Coordinate project activities, documentation and reporting.
Other Council Directorates	Support cross-functional collaboration and information sharing.
Contractors, Consultants and Suppliers	Coordinate documentation, communication and project support activities.
Operations Directorate Teams	Support asset delivery, handover and operational coordination.

Position Requirements

Qualifications, Knowledge, Skills and Experience

Essential:	Qualification: - Completion of, or working towards, a Certificate III in Project Administration, Business Administration or equivalent, or demonstrated relevant experience. - Class C Driver Licence. Experience: - Minimum two (2) years' experience in project administration, project support or a business-related role. - Demonstrated experience supporting multiple projects and managing competing priorities. - Experience preparing and maintaining project schedules, budgets, risk and issue registers and change control logs.
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	• Experience supporting project meetings, including preparation of reports, presentations and updates. • Experience handling complex enquiries and liaising with internal and external stakeholders. • Experience using electronic document and records management systems (e.g. TRIM or similar). • Strong proficiency in Microsoft Office applications. Knowledge and Skills • Knowledge of WHS practices, EEO principles, ethical conduct and multicultural diversity. • Strong organisational and time management skills. • Well-developed written and verbal communication skills. • Ability to work proactively, take initiative and work collaboratively. • Strong attention to detail and accuracy in administrative and financial tasks.
Desirable (if applicable):	• Experience using project management software (e.g. MS Project, Primavera or similar). • Experience using financial management systems (e.g. TechnologyOne, SAP, JD Edwards, Xero or similar). • Experience supporting stakeholder or community engagement activities.

Signature

By signing below, I understand the contents and expectations of this position description.

Name	Signature	Date

Capabilities for the position

The capability framework outlines the capabilities needed by everyone to work well and be effective in their position. They are expressed as behaviours to provide clarity and a common language to describe the skills and abilities to perform a position at Council.

Core Capabilities <i>Applicable to all positions</i>	Description
Developing Self	Seeks growth opportunities, embraces feedback, and enhances skills and knowledge.
Being Accountable	Takes ownership of actions, delivers on commitments, and ensures transparency and responsibility.
Acting with Integrity	Behaves ethically, upholds values, and acts in the best interest of the organisation and community.
Communicating Effectively	Expresses ideas clearly, listens actively, and tailors communication to the audience's needs.
Working Collaboratively	Works well with others, builds teamwork, and fosters a supportive environment.
Having Resilience	Bounces back from adversity, maintains positivity, and performs effectively under pressure.
Focus Capabilities <i>Most important to be effective in position</i>	Description
Commercial Nous/Acumen	The ability to apply business insight, strategic thinking, and practical solutions for competitive advantage.
Using Data for Decision Making	Collects, analyses, and interprets data to ensure evidence-based, accurate, and effective decision-making.
Influencing and Negotiating	Communicates persuasively, uses negotiation skills, builds consensus, and resolves conflicts constructively.
Thinking Innovatively and Creatively	Encourages new ideas, fosters innovation, and seeks opportunities for creative problem-solving and improvement.
Building Relationships	Establishes positive relationships, builds trust, and fosters partnerships to achieve common goals.
Delivering Outcomes	Sets ambitious goals, measures progress and adapts strategies to ensure effective achievement of objectives.
Focusing on the Community	Provides high-quality service, seeks feedback, and anticipates community needs.
Using Technology and Building Digital Literacy	Adopts technology, enhances productivity, stays updated on advancements, and promotes digital literacy.
People Management Capabilities <i>Required for leadership positions</i>	Description
Inspiring Direction and Purpose	Provides clear vision, motivates others, aligns team efforts with objectives, encourages and empowers achievement.
Managing People	Guides team members, provides feedback, recognises efforts, develops talent, and fosters an inclusive culture.
Managing Reform and Change	Drives organisational change, aligns with goals, engages stakeholders, monitors progress, and adjusts strategies.
Optimising Outcomes	Analyses processes, identifies improvements, implements strategies for efficiency, and uses data for informed decisions.
Practising Sustainability	Implements sustainable practices, balances economic, social, environmental factors, and advocates long-term sustainability goals.
Valuing Diversity and Inclusion	Promotes an inclusive environment, respects diverse perspectives, and advocates for equity and inclusion.