

## POSITION DESCRIPTION

<b>Job Title:</b>	<b>Project Administration Officer</b>
<b>Reporting to:</b>	<b>CEO</b>
<b>Status of Employment</b>	<b>Part Time - Negotiable (Up to 60 hours per fortnight)</b>
<b>Location</b>	<b>Karratha</b>
<b>Direct Reports:</b>	<b>Nil</b>

### Purpose of Position

The Project Administration Officer provides timely and accurate administrative support to enable successful delivery of a range of projects delivered by Karratha Central Healthcare.

### Hours of Work

The Project Administration Officer will be employed on a part time basis of up to 60 hours per fortnight, Monday to Friday.

In addition to your ordinary hours of work (defined in your employment agreement), you may be required to work reasonable additional hours that are necessary to fulfil your duties or as otherwise required.

### Primary Responsibilities

- Provide high quality project administrative support to the Project Lead, including preparing meeting agendas, minutes, project updates and general meeting coordination.
- Schedule and manage tasks to ensure project timelines are met.
- Work closely with project partners and maintain relationships with stakeholders and other interested parties to ensure successful project delivery.
- Identify and apply for small to medium grant opportunities when they arise.
- Other duties as required within skills and experience.

### Key Duties

#### Administration Services

- Coordination of specific projects/programs, including collating and distributing agendas, taking minutes, managing action lists.
- Develop and implement project plans and planning processes.
- Support internal teams with reporting requirements, including the compilation of monthly, quarterly and annual reports and development of reporting templates.



KARRATHA

**Central Healthcare**

- Support the CEO in identifying and applying for suitable grant opportunities as they arise.
- Maintain filing and documentation systems.
- Any other duties within existing skills and experience as required by the CEO.

**Occupational Health and Safety**

- Maintain a safe environment for clients and visitors by ensuring compliance with workplace Occupational Health and Safety policies and procedures and other legal requirements.
- Ensure the practice building and work spaces are conducive to a safe and practical work environment.
- Collaborate with other members of the team to maintain Occupational Health and Safety including appropriate identification and notification of action for hazards, slips, lapses, accidents and incidents.

## Selection Criteria

**Essential:**

- Previous experience in administration, corporate or client services.
- Excellent oral and written communication skills.
- Proven ability to work autonomously, be self-motivated and use initiative where needed.
- Adaptable with the ability to quickly learn and master new systems and tasks.
- Ability to handle multiple work tasks and competing deadlines in an environment with fluctuating demands.
- Ability to maintain a high level of professionalism and confidentiality.
- High level of competency in using the Microsoft Office suite of programs.
- Current NDIS Worker Screen, WA C Class Driver's Licence and Working with Children's Check.

Reviewed	February 2023
Approved	Chief Executive Officer