

Project Administrator

Reports to Senior Program Manager

Band Level Band 4, HPV Enterprise Agreement 2018

Position Summary

The Project Administrator is responsible for coordinating a range of project activities and will work closely with the team, to provide comprehensive project support to ensure the project meets quality standards, timeframes and budget.

Specific Duties and Responsibilities

Project Administration

- Working closely with Program Management Office / Change Team
- Schedule regular meetings and workshops, minute meetings and decisions (e.g. assigned tasks and next steps) for people from multiple organisations
- Prepare and provide documentation (agendas/slide packs) to internal / external team members.
- Ensure the MS Teams site is kept up to date and all key documents are accessible
- Set up training sessions and monitor attendance and reschedule as needed
- Retrieve and compile necessary information (e.g. governance documents, decision dates and actions under direction of the Senior Program Manager)
- Keep team member details list and holiday plans up to date
- Assist with planning, from start to finish of project and change activities
- Prepare and distribute project materials
- Track expenses and work on budget forecast
- Monitor project progress using the project management tool Zeno.pm
- Alert the project manager to issues as they arise
- Report on team and project performance including the preparation of reports and slide decks if required
- Act as point of contact for project team and facilitate communications
- Collaborate on stakeholder presentations
- Foster positive relationship with stakeholders

Leadership

- Foster a workplace culture that is consistent with HealthShare Victoria (HSV) organisational culture emphasising organisational values

- Maintain strong lines of communication, both formal and informal, with program executive team (PET), executive leadership team (ELT) and key stakeholders to ensure the smooth operation of the organisation
- Support organisational change and growth as requested to assist HSV in fulfilling its legislative functions in line with its Strategic Plan

HPV Values and Cross Functional Collaboration

- Establish and maintain strong working relationships with key individuals and groups across HSV's stakeholder organisations, both internal and external, and develop and apply appropriate engagement and consultation strategies in line with HSV's values
- Represent HSV in appropriate forums to strengthen relationships and improve mutual understanding
- Place a priority on effectively working with stakeholders from other divisions within the organisation for mutual benefit by seeking and incorporating feedback that will benefit organisational objectives
- Value the contribution of our internal and external stakeholders and contribute beyond our own tasks to achieve organisational goals and demonstrate this in goal setting
- Uphold HPV values:
 - We are customer-focused; we focus on customer and patient outcomes
 - We keep it simple; we strive for efficient and effective ways to achieve our goals
 - We are collaborative; we work as a team toward common goals
 - We take responsibility; we challenge the status quo. We are responsible for our behaviours, actions and results
 - We inspire confidence; we do the right thing. We are open, honest and trustworthy

Data Security

- Comply with HSV data management policies and procedures, and report breaches and/or vulnerabilities to a Manager or the IT Operations team

While the principal duties of this position are as above, the Project Administrator may be required to undertake other duties from time to time.

Qualifications and Experience Required

Academic	Associate or bachelor's degree or the equivalent in relevant experience
Experience	<p>Relevant project administrative experience gained in a fast-paced environment</p> <p>Knowledge of project management, flowcharts, technical documentation, etc.</p> <p>Computer literacy in MS Word, Excel and Project Management Systems</p> <p>Experience working in a corporate environment, preferably in government or healthcare</p> <p>Project Management certifications would be advantageous</p>

Personal

Excellent interpersonal, communication and presentation skills, including an ability to acquire information and influence others with diplomacy, tact and discretion and to engage internal and external stakeholders at all levels with respect and confidence and strong written communication skills

Strong problem solving skills, focus, persistence and a positive outlook to ensure work is completed and outputs are of the appropriate quality, and accuracy

Ability to manage and prioritise multiple concurrent tasks, meet tight deadlines and work flexible hours as required to meet business needs

Ability to work in both a collaborative and autonomous manner

A high level of personal integrity

