

# Position Description

<b>TITLE OF POSITION:</b>	<b>PROJECT ADMINISTRATOR</b>
<b>POSITION TYPE:</b>	<b>1 X FULL TIME; 1 X 0.9 FTE</b>
<b>TEAM:</b>	<b>WORKFORCE DEVELOPMENT PROJECT TEAM</b>
<b>TENURE:</b>	<b>FIXED-TERM, 2 YEARS</b>
<b>REPORTS TO:</b>	<b>WORKFORCE DEVELOPMENT PROJECT MANAGER</b>
<b>LOCATION:</b>	<b>MELBOURNE</b>
<b>DATE ESTABLISHED:</b>	<b>DECEMBER 2018</b>

<b>ABOUT NO TO VIOLENCE</b>
<p>No to Violence works to bring about the changes our community needs to eliminate men's use of family violence. For 25 years, we have been working directly with men who use family violence to support them to change. Our expertise in their behaviour, attitudes and choices has enabled us to develop standards, programs and training, lead policy development, and fulfil our role as the largest peak body for organisations and individuals working with men to end family violence in Australia. We provide telephone counselling, information and referrals every day for men in Victoria, New South Wales and Tasmania. As a pro-feminist organisation, at the centre of our work is the safety of women and children, as by ending men's violence families can have happier, safer and more fulfilled lives.</p>

<b>PURPOSE OF THE POSITION</b>
<p>The Project Administration Officers support the day-to-day administration of the Workforce Development Project Team. The Workforce Development Project is a multi-million dollar initiative lead by NTV in collaboration with industry and training partners across Victoria aimed at growing the specialist men's behaviour change workforce, male family violence literacy across the community sector, as well as professional development for specialist workforce, and developing VET sector capacity to deliver this training.</p> <p>These roles are essential to the delivery of this project, and the Officers will work under broad direction utilising their own initiative to ensure that the work is delivered on time, within budget, within scope, and to a high standard. The Officers will work collaboratively together and with the Project Manager to complete daily tasks as well as establish their own future work objectives. The Officers will also work across the Directorate of Practice and Learning to assist other managers and staff members with their contribution to the Project.</p>

<b>KEY RESULT AREAS</b>	
<b>KEY AREA:</b>	<b>KEY ROLES AND RESPONSIBILITIES</b>
<i><b>Project Management</b></i>	<ul style="list-style-type: none"> <li>▪ Support the Project Manager in the Program-level oversight and reporting of the Workforce Development Project, as well as the detailed management of particular deliverables</li> <li>▪ Establishment, updating and maintenance of program-level documentation, including the risk register, issues log, change register, schedule, Management Plan, and any other documents and registers as directed, ensuring version control and currency</li> <li>▪ More detailed management and updating of Project documentation, including stage plans and schedules, for specific deliverables assigned to the Workforce Development Team</li> </ul>

# Position Description

KEY RESULT AREAS	
KEY AREA:	KEY ROLES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>▪ Secretariat duties for all Project Governance forums, including the Steering Committee, Project Advisory Group, Collaborative Practice Network and internal team meetings</li> </ul>
<b>Stakeholder Management</b>	<ul style="list-style-type: none"> <li>▪ Collaborative relationship within the Workforce Development Project Team, as well as across the Practice and Learning Directorate to all levels</li> <li>▪ Confident interaction within the scope of the role with key external stakeholders through regular Project governance forums</li> <li>▪ Encourage a project management culture internally through demonstrated capability and collaborative work</li> </ul>
<b>Operational Management</b>	<ul style="list-style-type: none"> <li>▪ General records management and administration as needed</li> <li>▪ Report regularly to Project Manager on issues and progress</li> <li>▪ Undertake other reasonable duties as required</li> </ul>
<b>Organisational expectations</b>	<ul style="list-style-type: none"> <li>▪ Work within an evidence-informed feminist framework that addresses all forms of including family violence as a gendered issue</li> <li>▪ Adhere to NTV's values in your internal activity and when representing the organisation</li> <li>▪ Participate in and contribute to staff meetings/events/celebrations</li> <li>▪ Identify own professional development needs and share new knowledge with others</li> <li>▪ Support the development of new resources, policies and practice</li> <li>▪ Adhere to all policies in the NTV Employee Handbook</li> </ul>

KEY SELECTION CRITERIA:
<p><b>ESSENTIAL:</b></p> <ul style="list-style-type: none"> <li>▪ Demonstrated success working in within a project management methodology (PRINCE2, PMBOK, etc.), actively managing project documentation and schedules, on time and to a high standard</li> <li>▪ Ability to utilise high-level communication skills to relate effectively to a range of internal and external stakeholders to meet outcomes</li> <li>▪ Use of good judgement to make decisions according to level of authority, proactively escalating issues as needed</li> <li>▪ High level of adaptability and pragmatism to changing priorities to meet the needs of the project or organisation</li> <li>▪ Well-developed organisational and time management skills with strong attention to detail</li> </ul> <p><b>DESIRABLE:</b></p> <ul style="list-style-type: none"> <li>▪ Knowledge of the Victorian Vocational Education and Training sector</li> <li>▪ Experience with SmartSheet</li> <li>▪ Some understanding of the family violence sector, men's use of violence, and the government departments and other organisations and bodies within the family violence sector</li> </ul>

# Position Description

<b>SKILLS, KNOWLEDGE AND EXPERIENCE:</b>	
<i>Skills</i>	<ul style="list-style-type: none"> <li>▪ Strong interpersonal skills</li> <li>▪ Well-developed written and verbal communication skills</li> <li>▪ Demonstrated ability to be proactive and use initiative to streamline tasks and processes</li> <li>▪ Willingness to learn/adapt to new technologies</li> <li>▪ Demonstrated organisational skills with high attention to detail</li> <li>▪ Coordinate and prioritise the delivery of an effective administrative service</li> <li>▪ Excellent time management and organisational skills</li> <li>▪ Sound knowledge of general office procedures, equipment and technology</li> <li>▪ Sound computer literacy and proficiency in use of Microsoft Office and other programs</li> </ul>
<i>Knowledge</i>	<ul style="list-style-type: none"> <li>▪ Prior experience in project administration roles, and working understanding of PRINCE 2 and/or PMBOK</li> <li>▪ An understanding of appropriate service responses for people from Aboriginal and Torres Strait Islander, culturally and linguistically diverse communities, LGBTQI people, and people with disabilities</li> <li>▪ An understanding of the gendered nature of family violence and the need for appropriate responses</li> </ul>
<i>Attributes</i>	<ul style="list-style-type: none"> <li>▪ A 'no task is too small' attitude</li> <li>▪ Dependable, friendly and approachable</li> <li>▪ Proactive and solution-focused approach</li> <li>▪ Ability to use good judgement to make decisions according to level of authority, escalating issues as needed</li> <li>▪ Enjoys being the 'go to' person for queries</li> <li>▪ Receptive to receiving feedback in order to continually develop and improve knowledge and skills</li> <li>▪ Able to work independently with minimal supervision and as part of a small team</li> </ul>

<b>OTHER REQUIREMENTS</b>
<ul style="list-style-type: none"> <li>▪ Must be legally entitled to work in Australia</li> <li>▪ Must have a current Australian police check (and international where applicable), and Victorian Working With Children Check</li> </ul>

<b>PERSONAL ATTRIBUTES</b>
<ul style="list-style-type: none"> <li>▪ Dependable, friendly and approachable</li> <li>▪ Decisiveness, drive and commitment</li> <li>▪ Developing self and others</li> <li>▪ Empathy and cultural awareness</li> <li>▪ Commitment to NTV's values and culture</li> <li>▪ Ability to observe confidentiality, use discretion and initiative and work in a professional and ethical manner at all times</li> <li>▪ Positive and enthusiastic attitude</li> <li>▪ Confident with a high degree of motivation and initiative</li> </ul>

# Position Description

ESSENTIAL SKILLS	
<b>Integrity</b>	Maintains the highest standard of personal conduct in performing all duties
<b>Reliability</b>	Can be relied and depended on to get the job done
<b>Accountability</b>	A willingness to challenge and be challenged in a respectful manner.
<b>Commitment</b>	A strong focus on delivering the best outcomes for service users and their families; members; partners; funders; and others involved with NTV

\_\_\_\_\_  
Signature of Job Holder

\_\_\_\_\_  
Date signed