



Our Purpose

To provide safe, customer-focussed, integrated and efficient transport services.

Position Title Project Support Officer	Level 3	Position Number 33426, 34612, 34687
Division/Directorate Major Projects Unit	Branch/Section	
Effective Date January 2017	Health Task Risk Assessment Category 5	

Reporting relationships

Superordinate: Executive Director Major Projects, Class 2
Subordinates: No Direct Reports

Key role of this position

Provides an administrative, contract and procurement support service major infrastructure projects under the control of the Major Projects Unit.

Core duties and responsibilities

Project Administration

- Assists Major Projects with the development of project statements and action plans which identify project resources (human, physical and financial) and facilitates the management and implementation of the project.
- Undertakes the research and evaluation of straightforward issues and provides recommendations to the Team for further consideration or action.
- Monitors the progress of the project, prepares progress reports and assists team members to address issues that will affect performance indicators and/or milestones.
- Coordinates project components to ensure that deadlines are met.
- Within the Public Transport Authority (PTA) the position liaises with personnel at all levels as required. External to the PTA the position liaises with relevant stakeholders, government agencies, and private enterprise as required.
- Assists team members in the provision of support at meetings, including preparation and distribution of reports and meeting papers for meetings.
- Identifies and implements processes for and maintains project administration systems.
- Processes invoices for accounts payable/receivable relevant to the various relevant projects.



- Assists in the preparation of reports on financial/budget material relevant to a project.
- Undertakes records management using Electronic Document Management System relevant to a project.

Procurement and Contract Administration

- Assists in the administration of contracts for a project team, particularly with respect to the preparation, coordination and management of contract correspondence using appropriate templates and standards.
- Purchases general goods and services as required through calling competitive quotations, established Common Use Arrangements or the PTA's Panel Contracts.
- Assists in the development of low value, routine contracts using established templates.
- Ensures contract documents are registered and controlled using Electronic Document Management System. (not drawings)
- Monitors incoming and outgoing contract correspondence to ensure project procedures are maintained.

Essential Work Related Requirements

1. Job Specific

- Substantial experience in providing administrative and secretarial support to a medium to large team of professionals including records management, accounts processing.
- Demonstrated experience in procurement policies and procedures in large organisation's including competitive processes.
- Demonstrated knowledge in the contract administration function.
- Proven experience in a dynamic project environment.

2. Communication and Interpersonal

- Highly developed written, verbal and interpersonal skills, including the ability to develop stakeholder partnerships and to establish and main reliable networks.

3. Conceptual, Analytical and Problem Solving

- Sound conceptual and analytical skills with the ability to develop practical solutions to problems.
- Sound skills in identifying trends and issues and making recommendations that contribute towards ongoing improvements.

4. Organisation

- Well developed organisational skills, with the ability to work with minimal supervision, manage competing demands and work under pressure.

Special Appointment Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate, dated 3 months or less from the date of application for the position.



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Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Managing Director / Executive Director / General Manager

.....
Signature

.....
Date

Employee

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

.....
Signature

.....
Date



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