

### Duties of the Role

#### PROJECT MANAGEMENT ADMINISTRATOR - ROLES AND RESPONSIBILITIES

The Project Management Administrator is a key support position for Biosis' consulting team and is expected to accomplish both project and administrative work. They play an active role in project work through administration of project activities, client liaison and supporting head office processes. The Project Management Administrator reports to the Compliance Coordinator and the Team Leader – GIS and Compliance. Duties include assisting with logistical support, planning and administration for projects, maintenance of project data and budgets, formatting and editing written reports, documents and templates, maintenance of the project management database (APS), monitoring and updating project compliance KPIs, handling incoming communications and responsibilities as directed by the Compliance Coordinator and the Team Leader – GIS and Compliance.

#### Key responsibilities of the Project Management Administrator comprise of:

1. Chargeable Project Work
  - 1.1. Undertake administration work for ecology, heritage and environmental approval projects
  - 1.2. Assist in the preparation and maintenance of budget trackers for ecology, heritage and environmental approval projects as required
2. Sales and Client Relationship Management
  - 2.1. Assist with proposal preparation
  - 2.2. Support others in implementing sales actions
3. Administration
  - 3.1. Undertake organisation and maintenance of the project management database (APS), reference management software (Zotero) and internal wiki pages
  - 3.2. Develop and maintain internal project management systems
  - 3.3. Monitor and assist in the maintenance of project compliance KPIs
  - 3.4. Format and edit reports, documents and templates
  - 3.5. Maintenance of Excel worksheets including macros and formulas
  - 3.6. Manage multiple email inboxes
  - 3.7. Receive and transfer mainline phone calls
  - 3.8. Assist senior staff and team leaders with both project and non-project related administration duties
4. Professional Development
5. Other Duties as Required

### Duty Statement

*There are several regular tasks which are critical to the functioning of the business. As an employee you are expected to perform these tasks as a matter of course. These are:*

- ❖ *key performance criteria as determined each year by your team leader/manager.*
- ❖ *as regular daily or weekly tasks: **a)** timesheets (entered into the Biosis APS Database by noon on Monday every week); **b)** active participation in the timetabling process; **c)** recording your daily whereabouts in "Outlook IPFX"; and, **d)** invoicing each month for all projects for which you are project manager (exceptions are only at the approval of your team leader/manager).*

Duties supporting the Compliance Coordinator and the Team Leader – GIS and Compliance and others as required, including;

#### 1. Project Work

- 1.1. Ensuring all work, especially client documents, are completed to a high standard and checked prior to submission or review
- 1.2. Proactively participating in the timetabling process and booking of resources
- 1.3. Developing an understanding of the most appropriate method to achieve project goals
- 1.4. Developing an understanding of Biosis policies and adherence to all administrative requirements
- 1.5. Working well in teams and in support of the project managers
- 1.6. Supporting the ecology and heritage teams with logistics and resourcing for field work
- 1.7. Coordinating with technical assistants to ensure that the appropriate equipment and vehicles are booked for fieldwork.

#### 2. Sales and Client Relationship Management

- 2.1. Regularly and actively communicating with peers, and seeking support where required
- 2.2. Communicating clearly and concisely both orally and in writing
- 2.3. Employing effective listening skills, understanding requirements fully
- 2.4. Proactively providing constructive feedback to their manager as required
- 2.5. Developing and maintaining effective working relationships with internal clients
- 2.6. Building ability to identify internal client issues on projects and actively seeking to resolve these, and seeking support where necessary
- 2.7. Maintaining the 'single Biosis team' approach by working cooperatively with own internal support services
- 2.8. Supporting other team members with their sales activities, generating information as required
- 2.9. Presenting a positive, professional image of self and Biosis in all dealings with external parties.

### 3. Administration

- 3.1. Supporting project managers and other staff
- 3.2. Assisting project managers in accounting for project costs
- 3.3. Responsibility for the upkeep, maintenance and integrity of data within APS, including;
  - 3.3.1. Ensuring that APS matters follow the file naming convention
  - 3.3.2. Completing the basics of matter reviews
  - 3.3.3. Ensure that all details within APS are correct and up to date
  - 3.3.4. Ensuring that required key documents are present within the matter folder, follow the naming convention and hyperlinked within APS documents.
- 3.4. Assisting with other duties and responsibilities as required, including;
  - 3.4.1. Reception duties and answering phones
  - 3.4.2. Photocopying and faxing
  - 3.4.3. Entering timesheets for casual staff when required.

### 4. Professional Development

- 4.1. Undertaking their own professional development plan. Proactively seek out and take advantage of training and development opportunities, including opportunities to learn from others.
- 4.2. Seeking and being receptive to feedback, initiating positive changes where required
- 4.3. Actively sharing own specialist knowledge where requested
- 4.4. Willingly making themselves available to assist others.

### 5. Other Duties as Required