



Position Description

POSITION TITLE:	Project Administration Officer
LOCATION:	Bendigo Tramways Depot
EMPLOYMENT STATUS:	Full Time / Part Time (Flexible options available)
CLASSIFICATION	Grade 7
REPORTS TO:	Tramways Workshop Manager
REVIEWED	August 2021

OUR ORGANISATION

Bendigo Heritage Attractions (BHA) is responsible for managing, maintaining and promoting three of Bendigo's most significant heritage assets, namely the Central Deborah Gold Mine, Bendigo Tramways and the Bendigo Joss House Temple.

The Board, management, employees and volunteers at BHA are passionate about preserving and sharing the fascinating stories and experiencing these authentic attractions with the many thousands of visitors, from all over Australia and the world, who are drawn to Bendigo each year to immerse themselves in our attractions.

The nature of our business also requires that we maintain numerous scarce skills within the areas of heritage vehicle operations and restoration; and heritage mine environment and equipment. As a result, BHA is well known as a specialist in these fields.

Bendigo Heritage Attractions is the trading name for The Bendigo Trust, a not-for-profit organisation formed in 1970.

OUR VISION

To be the most inspiring heritage story in Australia.

OUR MISSION

We will preserve, showcase and operate living heritage assets which enrich Bendigo's cultural soul.

OUR OPERATIONAL VALUES



OUR SAFETY CULTURE VALUES



PRIMARY OBJECTIVE

The primary objective of the Project Administration Officer is to provide project management and administration support to the Bendigo Tramways Workshop to ensure safe and efficient completion of all projects.

KEY RESPONSIBILITIES & DUTIES

- a. Provide day to day administration support
- b. Assist in the development and review of project schedules
- c. Source quotes for materials and contractors
- d. Raise purchase orders and goods-receive invoices
- e. Liaise with contractors
- f. Assist with job cost analysis
- g. Develop regular project reports
- h. Assist with WHS processes and reporting
- i. Assist with document management and quality control
- j. Other duties within training and competencies as required

ORGANISATIONAL RELATIONSHIPS

Reports to: Tramways Workshop Manager

Direct reports: No direct reports

Liaison: Tramways Workshop Coordinator; other Tramway Workshop staff; BHA Maintenance Coordinator; Tramway Operations Coordinator; other BHA Staff including the Finance Office.

SKILLS AND ATTRIBUTES

- a. Strong administrative and organisational skills with an eye for detail
- b. Strong IT skills including Microsoft Office suite and project management systems
- c. Strong interpersonal skills and the ability to liaise effectively with a broad demographic
- d. Effective verbal and written communication skills
- e. Project management or project support experience
- f. Enjoy working in a team environment and supporting other team members
- g. Commitment to safety in the workplace.

KEY SELECTION CRITERIA

1. Proven ability to manage multiple activities in a dynamic environment
2. Strong IT skills including MS Office suite
3. Strong interpersonal skills and ability to work with cross functional teams and to effectively liaise with external partners
4. Effective verbal and written communication
5. Previous experience providing administration support, ideally including project management or support.

WORKPLACE HEALTH AND SAFETY

All BHA personnel are responsible for complying with BHA Workplace Health and Safety (WHS) policies, procedures and directions. BHA expects active participation in WHS initiatives, particularly in relation to risk management, incident and hazard reporting, training and consultative processes.

NATURE OF THE WORK

This position is mostly engaged in desk-bound duties however visiting different areas of the Tramways Workshop throughout the day will be required which involves being able to safely navigate a high-risk environment and uneven surfaces.

PRE-EXISTING MEDICAL CONDITIONS

The nature of the work involved in this position has been outlined in this Position Description (and will be at the interview). Prospective employees for this position are requested to disclose any pre-existing injury or disease of which they are aware which they could reasonably be expected to foresee could be affected by the nature of the work involved.

If a worker fails to disclose, or makes a false or misleading disclosure, any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or in the course of or due to the nature of employment with the employer does not entitle the worker to compensation under the Act. (Accident Compensation Act 1985 - Part IV, S.82, subsections (7) and (8).)

UNIFORM AND DRESS CODE

Full PPE and uniform will be provided by BHA.

PAY AND CONDITIONS

According to the current Enterprise Agreement (*Bendigo Heritage Attractions Enterprise Agreement 2017*).

HOURS OF WORK

This position is a fulltime position working Monday to Friday. Part time position may be considered for suitable candidates.

POSITION DESCRIPTION DISCLAIMER

Responsibilities stated herein reflect the primary functions of this job and should not be considered as an exhaustive list of duties.

HOW TO APPLY FOR THIS POSITION

Applications that include covering letter, resume and statement addressing the Key Selection Criteria should be sent by post, hand delivery or email to:

Faye Gair
HR & Governance Manager
Bendigo Heritage Attractions
76 Violet Street
Bendigo Vic 3550

E: faye.gair@bendigoheritage.com.au

Applications must be received by 9am on Monday 6th September, 2021

TO ENQUIRE ABOUT THIS POSITION

Contact: Faye Gair

T: 03 4444 2812

E: faye.gair@bendigoheritage.com.au