

Coastal Connect Project Administrator

CLASSIFICATION: Band 5
Contract until June 2027
0.6 FTE

OCCUPANT: Vacant

DATE: September 2026

POSITION CONTEXT & OBJECTIVE(S):

The Councils of Corangamite Shire, Moyne Shire and Warrnambool City Council have established the South West Councils ICT Alliance (SWCICTA) to deliver shared ICT initiatives. A major initiative of the Alliance is the uplift of all Councils' Enterprise Resource Planning (ERP) systems to a TechnologyOne SaaS platform, known as the Coastal Connect Project (Project). The Project recognises the significant benefits for the Councils, and their communities, in having a shared ERP system using common business processes to support the improvement of Councils functions.

The Project operates under an unincorporated Joint Venture arrangement between the three Councils, with Warrnambool City Council (WCC) acting as the employer.

The Project Administrator supports the delivery of the Coastal Connect ERP project by providing high-quality administrative, coordination and governance support to the Executive Manager – IT Strategy and Transformation Shared Services, the Project Manager, and the Change Manager throughout the life of the project.

Regular travel between the three Councils may be required.

KEY RESPONSIBILITIES AND DUTIES:

Key duties for the role include:

- Provide administrative and coordination support to the Project Manager and Change Manager.
- Assist with Project tasks as directed under supervision
- Support Project governance processes, including:
 - Preparation of agendas and meeting papers
 - Coordination of invitations
 - Minute taking and circulation of outcomes
- Assist with the production of Procurement documentation e.g. scopes and RFTs
- Raise Purchase Orders in the TechnologyOne system in compliance with procurement processes
- Coordinate project workshops, meetings and training sessions, including venue booking, catering and issuing invitations.
- Prepare and distribute project communications (e.g. newsletters, presentations, project updates).
- Assist with report writing and presentation preparation
- Liaise with external and internal stakeholders as needed
- Coordinate the development and maintenance of Master Contact List for email distribution and module staff members
- Support the development and maintenance of documentation on the Coastal Connect SharePoint site
- Ensure project documentation is stored and maintained in the WCC Electronic Content Management (ECM) system.
- Assist with the management of the Project Risk Register
- Actively contribute to the successful delivery of the Coastal Connect Project.

KEY SELECTION CRITERIA:

Note for this role you do not need to address the KSC individually as part of your application.

Applicants should ensure that their resume demonstrates the experience and ability of the following:

- 3-5+ years of experience in a similar or related role
- Strong written and verbal communication skills
- High-level organisational and time-management abilities
- Flexibility and adaptability in a complex project environment
- Ability to research, analyse and prepare professional documentation and reports.
- Demonstrated ability to work to deadlines with and competing priorities
- Proven ability to liaise effectively with internal and external stakeholders.

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Coastal Connect Project Administrator

GENERAL EMPLOYMENT PROBITY CHECKS:

The incumbent must have and maintain a current Fit2Work (Police Records):

☒ YES

The incumbent must have and maintain a Working with Children Check:

☒ NO

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Executive Manager – IT Strategy and Transformation Shared Services
Supervises:	Nil direct reports, but will be involved in supporting Council staff members across the Project.
Internal Contacts:	All Council Staff, Project staff, subject matter experts across the three Councils.
External Contacts:	External business partners including technology providers

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

This position is accountable for:

- Ensuring that the Project is implemented in a professional manner across the three participating Councils within scope of the role
- Providing professional and timely administrative support to the Project
- Supporting delivery of project milestones within established timelines
- Contributing positively to project outcomes within delegated authority and Council policies

JUDGEMENT AND DECISION MAKING:

The following judgement and decision making skills are required to be utilised:

- Make decisions on all routine matters which are the responsibility of the position, provided that these are within delegated authority, legislative requirements, established policy and recognised standards.
- As directed by the Executive Manager undertake problem solving activities in the area of Project Management.
- Guidance and advice are always available in the time available to make a decision within the constraints of authorised practices and Council's policies and procedures.
- Tasks and work objectives are well defined by the Coastal Connect Project Team.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Demonstrated experience in project administration or a similar role.
- Ability to meet objectives within time constraints and conflicting demands.
- Excellent written and verbal communications skills.
- Well-developed administration, coordination and presentation skills.
- Strong stakeholder engagement and negotiation and ability to assess complex issues and identify relevant solutions.

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Demonstrated ability to plan, prioritise and manage time effectively including the ability to manage concurrent projects
- Meeting objectives within time constraints and conflicting demands
- Experience coordinating people, meetings and tasks
- Proven ability to work collaboratively within a project team and a team environment
- The ability to build and manage relationships to ensure the effective engagement of high level stakeholders to ensure the outcomes of this role

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INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Position requires well developed interpersonal skills with the ability to discuss and resolve problems
- Ability to liaise with counterparts in other organizations, including all three Councils and stakeholders at all levels
- Written communication skills
- Professional representation of the Coastal Connect Project.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Certificate IV or Diploma in Administration, Business, Project Management or similar
- **OR** Demonstrated relevant experience

Desirable experience working within a government organisation, local government or similar public sector environment

TERMS AND CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with the Warrnambool City Council Enterprise Agreement, or Employment Contract as applicable.

AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

Name:	
Signature:	
Date:	