

Position Title	Senior Program Administrator
Business Unit	Commercial
Manager	General Manager Commercial
Direct Reports	N/A
Location	Melbourne, Australia
Role type	1.0 FTE, ongoing
Significant relationships	Develops and maintains a productive working relationship with internal subject matter experts and key clients to deliver commercial outcomes

Position purpose

The Senior Program Administrator operates globally and is responsible for administering project management processes and systems, including reporting, while supporting commercial strategies to achieve fee for service revenue targets.

Key responsibilities

- Oversee and coordinate the implementation of the project management system (Zoho Projects) and pricing model from end-to-end to ensure compliance with Institute processes and data integrity
- Ensure proposals and project plans align with Institute policies
- Execute specific workflow elements of project plans
- Support the General Manager to ensure accurate resource allocation, including forward planning within the Zoho Projects, and identify, raise and address resource allocation concerns with Principal Consultants
- Assist the General Manager in the ongoing development of processes and procedures, including commercial documentation
- Provide training and ensure compliance on the project management system and processes, including timesheets and the pricing model
- Develop and compile routine and ad-hoc reports and analysis as required on commercial results, such as utilisation rates and gross margins, resource availability, revenue, project status and delivery
- Support business planning process
- Other duties as required

Skills and experience

Essential

- Relevant experience, ideally in a global consulting or engineering organisation with a matrix structure
- Strong project management capability using recognised methodology
- Strong analytical skills
- Experience supporting teams to deliver planned projects
- Relevant tertiary qualification

Desirable

- Knowledge of the energy and climate change landscape and CCS fundamentals

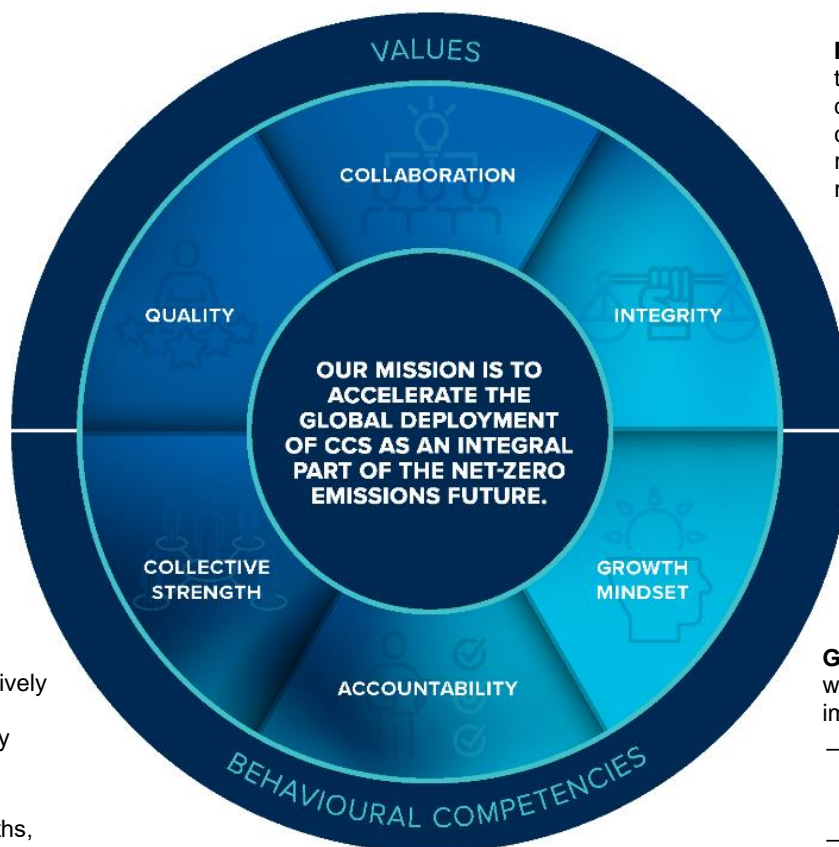
Values

Our Values underpin the way we do things at the Institute and guide us internally in our day-to-day work. The following Behavioural Competencies align with Our Values with the aim to amplify each aspect and are essential to ensure the achievement of Our Mission.

Collaboration - We work cooperatively and our teamwork goes beyond organisational and geographic boundaries to achieve exceptional results.

Quality - We strive for excellence in all that we do. We are a trusted, knowledgeable and responsive organisation known for exceptional advice and service delivery.

Integrity - We hold ourselves to the highest standards in all we do. Our actions and communications are responsive, ethical and respectful of diversity.



Collective Strength - You actively develop and leverage the Institute's collective strength by

- Honouring and acknowledging your colleagues' skills, strengths, and contributions.
- Building meaningful relationships on a foundation of trust, mutual respect, appreciation and empathy with colleagues, Members, clients, and partners.
- Facilitating people and ideas coming together beyond hierarchical and organisational boundaries through effective communication, knowledge sharing, and proactively seeking input.
- Exhibiting dedication to our purpose, your role, and what we can achieve together.

Accountability - You hold yourself and others accountable by

- Taking personal responsibility for deliverables.
- Keeping a focus on delivering outputs that are accurate, timely, and of a high standard.
- Acknowledging ownership and accountability to promote solutions.
- Identifying areas for improvement across the Institute and appropriately providing feedback to those responsible.

Growth Mindset - You seek ways to continuously learn and improve by

- Fostering an environment open to diverse ways of thinking and operating.
- Seeking, providing, and responding to feedback in a productive and respectful manner.
- Recognising the limits of your own experience and skills and taking proactive steps to grow them.
- Embracing failures, challenges, and setbacks as opportunities for growth and learning.
- Engaging in honest self-reflection and actively applying lessons learnt.