

# Position Description

## Portfolio Administrator

### Negotiated Connections

### Operations Delivery

#### Objectives

- Provide high level administrative support to deliver projects through design, construction, and project closeout.
- Facilitate communication and information sharing across teams and ensure that project information is accurately documented.
- Meet the needs of internal and external customers whilst balancing the needs of multiple stakeholders which includes the negotiation of timeframes for deliverables.
- Ensure that key project deliverables and initiatives are coordinated and completed on time.

#### Role Specific Accountabilities

- Prepare letters of offer including the coordination of financial approvals in accordance with the delegation framework, and issue to customers on behalf of team members, ensuring regulatory timeframes are met.
- Provide document control coordination within systems to ensure accuracy and consistency of project information.
- Support the progression of projects from design to construction.
- Create and update SAP Projects, Notifications, and Work Orders.
- Create purchase requisitions and receipt invoices for external goods and services within SAP.
- Coordinate invoicing for projects by monitoring payments and updating systems.
- Prepare and update monthly reporting information.
- Undertake secretariat duties for meetings, including agenda preparation, minute taking, circulating actions, decisions and messages.
- Collaborate with stakeholders to coordinate communication of timely information relevant to projects.
- Monitor, review, action or allocate emails in shared folders.
- Maintain and update team procedures and process workflows.
- Support the team to drive outcomes of key initiatives designed to improve systems and processes.
- Any other duty or task as reasonably and lawfully directed by TasNetworks.

## To be successful in this role

- Strong verbal and written communication skills with the ability to communicate professionally and respectfully across all levels of the business as well as with external stakeholders.
  - Ability to identify the most effective and efficient processes to achieve tasks, with a focus on continuous improvement.
  - Demonstrated focus on delivering a high level of customer service and possessing a positive and proactive mindset.
  - Ability to make sound decisions and work independently with limited direction.
  - Ability to read and interpret technical drawings.
  - Experience preparing and proofing documents, letters and contracts, including those with commercial and technical information.
  - Proficient in the use of relevant software applications (SAP, SharePoint, Outlook, Word, Excel, PowerPoint).
  - Proven ability to consistently achieve results within strict timeframes.
  - Actively seek new ways to grow and be challenged through formal and informal development channels.
  - Ability to manage and control confronting situations and achieve a positive outcome.
  - Ability to contribute positively to culture and team performance to assist the organisation achieve its objectives.
  - Able to demonstrate the capacity to perform the inherent requirements of the role.
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Compliance Requirements

- A satisfactory National Police Record check to confirm eligibility for the role

Reports to:

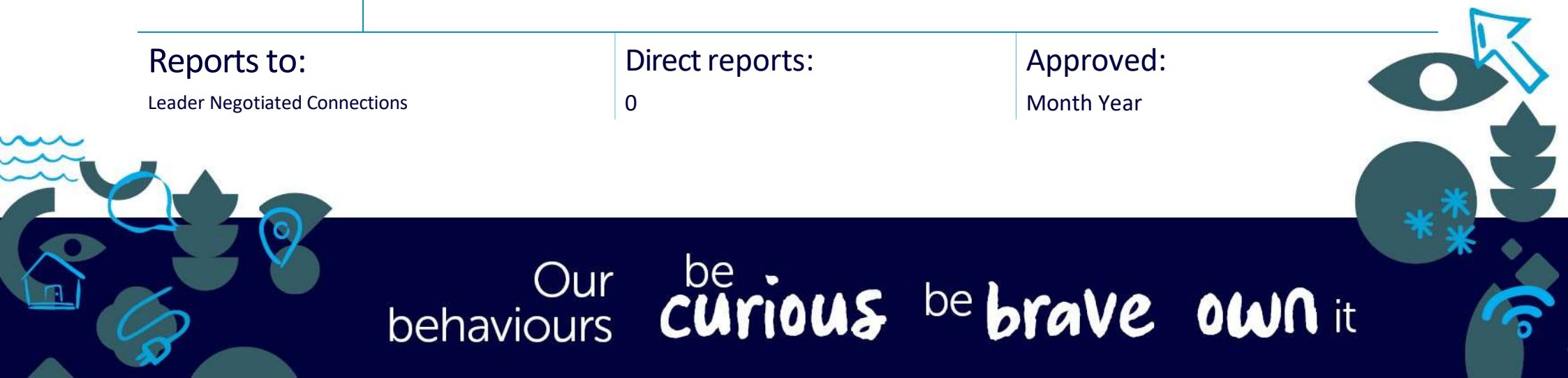
Leader Negotiated Connections

Direct reports:

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Approved:

Month Year



Our behaviours be curious be brave own it