

Position Title	Project Contract Administrator
Group/Portfolio	Corporate Services / Campus Life
Classification	HEW 5
Position Number	00059883
Reports To	Senior Contract Administrator and Data Specialist, Capital Works and Minor Projects
Employment Type	Continuing

1.0 Position Purpose

The Project Contract Administrator provides support to the Associate Director – Capital Works and Minor Projects (CWMP), the Principle and Senior Project Managers, and Project Managers in the financial management of capital works and refurbishment projects - in accordance with both the relevant Contract Conditions and the University's financial recording and reporting systems.

This is a critical position for fraud and corruption control in the University. The incumbent will ensure they understand the University's Fraud and Corruption Control Framework and manage the prevent, detect and report controls of their function effectively.

2.0 Eligibility Requirements

Completion of Year 12 or further qualifications with relevant work-related experience in the conduct of administrative work; or an equivalent combination of relevant experience and/or education/training

3.0 Key Responsibilities

- Provide Contract Administrative support throughout the Tender, Execution and Closure phases of a public-sector capital works program.
- Process all received Invoices, Payment Certificates, Variation Claims, and Extension of Time requests, ensuring compliance with legislative and contractual payment terms once approved by Project Managers.
- Calculate, lodge, and pay all required registrations and levies related to eligible construction works, maintaining compliance with statutory obligations.
- Create and manage project Purchase Orders in the PeopleSoft Finance System, ensuring alignment with budget, and track, allocate, and reconcile all associated transactions.
- Ensure accurate and up-to-date records within project management and online tracking and storage systems.
- Support Project Managers in tracking reviewing all project spending and correcting misallocated costs as needed.

- Maintain and manage all contract documentation to ensure completeness and organization.
- Notify any breaches in procedures or contract terms to Senior Project Managers to ensure strict adherence to established protocols.
- Promote and demonstrate cultural behaviour in accordance with the Fraud and Corruption Control Framework and the University's Integrity program. This includes acting with integrity in undertaking duties and implementing processes to effectively prevent, detect, and respond to fraud and corruption within the University.
- Maintain compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).

Campus Life identifies three key capabilities required to fulfil roles: Management, Technical and Service. The Capability (People) Framework – Campus Life, will assist you to understand the knowledge and service activities required of this position.