



| NSW Department of Education

# Contract, Program or Project Administrator

Contract, program or project administrators have a knack for organisation, love motivating others and are good at communicating their ideas and seeing them come to fruition. They successfully plan and manage contracts, programs, special projects or support services.

## What project administrators do

A great project administrator gets a project completed on time and within budget. They're responsible for the planning and execution of a project that has a defined start and finish, regardless of the industry. While it may sound simple, this requires a variety of specialised skills and knowledge including in-depth knowledge of the industry and the ability to plan, communicate, delegate, and mediate while working under pressure.

Contract, program or project administrators can be employed in industries including construction, health care, finance, government, education, and IT. With more businesses requiring projects completed quickly and successfully, project administrators can manage complex projects such as major building and construction, information technology infrastructure or programs such as new government policies.

They can also work on smaller projects such as software development, insurance claims, promotions, events or publications.

## Will I get a job?

These occupations are predicted to grow from a total of 113,300 in Australia now to 121,700 in the next four years.

## What will I earn?

\$1,351-\$1650 median full-time weekly salary (before tax, excluding super).

### You'll like this job if...

People energise you. You're an excellent written and verbal communicator. You enjoy a quick pace and you're good at multi-tasking. You give full attention to what others are saying. You're organised and prepared. You're able to adapt easily to challenges and solve unexpected problems.

### A day in the life...

Work as contract, program or project administrator may involve these tasks:

- developing, reviewing and negotiating contracts, programs, projects, and services
- responding to enquiries and resolving problems concerning the project
- collaborating with project managers, architects, engineering professionals, owners, and other stakeholders to ensure goals are met
- advising senior management on matters then carrying out their decisions
- overseeing work by contractors
- collecting and analysing data associated with projects and updating paperwork
- reporting on project outcomes.

### VET qualifications

The following government-subsidised qualifications are available in NSW:

#### Certificate IV in Arts Administration (CUA40815)

- Up to 2 years full-time
- Also available as a traineeship
- Graduates employed or in further study: 91%\*

#### Certificate IV in Local Government (Operational Works) (LGA40404)

- Up to 2 years full-time
- Also available as a traineeship
- Graduates employed or in further study: 94.8%\*

#### Certificate IV in Project Management Practice (BSB41515)

- Up to 2 years full-time
- Also available as a traineeship
- Graduates employed or in further study: 97.2%\*

#### Diploma of Business (BSB50215)

- Up to 2 years full-time
- Also available as a traineeship
- Graduates employed or in further study: 86.9%\*

### Roles to look for

- Contract administrator
- Contract officer
- Program administrator
- Project administrator
- Project coordinator
- Project officer

### Main employing industries

- Health care and social assistance
- Education and training
- Government and councils

### Other jobs you may like...

- Office manager
- Practice manager



To find out more regarding these related jobs, visit [education.nsw.gov.au/job-guides](http://education.nsw.gov.au/job-guides).

#### Information sources

Income: Australian Government Department of Employment, Australian Jobs Report 2017, Occupation Matrix. ANZSCO ID: 2211. Earnings can vary greatly depending on the skills and experience of the worker, and the demands of the role. Career trend: Australian Government Department of Employment 2017 employment projections to May 2022. Graduate outcomes: National Centre for Vocational Education Research. \*Approximately 6 months after they completed VET.

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