

PROGRAM OR PROJECT ADMINISTRATOR (ANZSCO Code: 511112)

The following Information Sheet is for your reference only and should be used as a guide to assist with your Skills Assessment application to VETASSESS. This information is subject to change.

Please note that a Skills Assessment of the qualification involves assessment of both the qualification level and content. Qualifications are assessed according to the guidelines published by the Australian Government Department of Education and Training.

The skills assessment involves determining the skill level and relevance of the tasks undertaken. Integrity checks may be conducted to verify the qualification and employment claims made in an application.

Job description

A Project or Program Administrator plans and undertakes administration of special projects, organisational programs and support services.

Alternative Titles

- Project Coordinator

Occupations not considered by VETASSESS under this ANZSCO code

- Administrative positions which are only clerical/secretarial in nature
- Customer Service Officer
- Business Owner
- Generalist management roles which are not concerned with the administration of a particular program or projects
- Office Managers

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Project work is integrated into many professions, such as Engineering, IT, Marketing and Advertising. In order to be assessed positively for this occupation, applicants would need to demonstrate that their role is in the administration of the project or program, rather than the usual tasks for that occupation. In Project Management roles (such as in construction, engineering, graphic design), where the applicant is doing the usual tasks of another occupation rather than just the administrative tasks, their primary role would not be considered as Project and Program Administrator. For example, a Graphic Designer may undertake each commission as a 'project'; however, their main role in completing the project will be to perform the associated graphic design work, not the administration of the project and managing associated paperwork.

Applicants nominating this occupation for VETASSESS Skills Assessment must provide official reference letters stating specific projects/programs that the applicant has worked on and the specific tasks undertaken by the applicant in support of these specific projects.

The role of a Project or Program Administrator includes:

- Administration of special or ongoing organisational projects or programs. For example, a project administrator who is responsible for the development of a new software package coordinates the activities of software developers, software testers and engineers to ensure that the package comes together as planned and on time. In some smaller organisations, project administrators have a much more hands on role in the implementation of projects.
- Throughout the life of the project, the Administrator is responsible for producing reports that provide vital information on the progress of the project to all those involved with its implementation.
- The Administrator may hold specialised knowledge in the field of which they are working but primarily their main role is the coordination of the project or program.

Applicants must demonstrate that:

- the projects are separate from the day-to-day activities of the organisation. Applicants should not simply be performing the normal services of the company; rather they would be expected to be working on separate projects with a purpose/objective.
- administration of projects or programs is the primary focus of their role.
- that the projects or programs have a clear purpose and timeframe. Projects generally cannot be ongoing.

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Requirements for VETASSESS Skills Assessment

Program or Project Administrator is a Group C Occupation.

This occupation requires a qualification which is assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Diploma or higher*.

If the qualification is in a highly relevant to the occupation, then at least one year of highly relevant post-qualification employment at an appropriate skill level, completed in the last five years is required.

If the qualification is not in a highly relevant field, two years of highly relevant employment at an appropriate skill level, completed in the last five years is required. This is reduced to one year if there is an additional qualification at least at AQF Certificate IV level in a highly relevant field.

If employment is not post-qualification, then three additional years of highly relevant employment are required

*This includes qualifications assessed at AQF Postgraduate Diploma, Bachelor, Master and Doctoral level.

A positive assessment of both qualifications and employment is required for a positive Skills Assessment Outcome.

Qualification

AQF Diploma or higher*

Project Management is the study of planning and managing a total project process.

Subjects in this field include but are not limited to:

- Project Planning
- Project Time-Management
- Project Cost Management
- Project Quality and Risk Management
- Management of Project Information and Communication
- Management of Human Resources
- Management of People Performance

Qualifications may also be relevant to the field/industry in which the applicant has project management experience.

Qualifications in general Business Administration without a focus on Project Management would generally not be assessed as highly relevant.

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Employment

Tasks include

- developing, reviewing and negotiating variations to programs, projects and services
- responding to inquiries and resolving problems concerning programs, projects, services provided, and persons affected
- managing paperwork associated with programs, projects and services provided
- working with Project Managers, Architects, Engineering Professionals, owners and others to ensure that goals are met
- advising senior management on matters requiring attention and implementing their decisions
- overseeing work by contractors and reporting on variations to work orders
- preparing and reviewing submissions and reports concerning the organisation's activities
- collecting and analysing data associated with projects undertaken, and reporting on project outcomes
- reviewing and arranging new office accommodation

Additional tasks

- keeping a check on the quality performance of a program or project
- may manage administrative support functions and project or program funds
- working out the risks associated with a project or program, such as financial risks, and implement strategies to reduce these risks
- working out project or program costs, develops a budget plan and monitors ongoing costs
- determining the scope and size of the project and the requirements for each stage or aspect of the project