

### Position description

**Title of position:** Project Administrator

**Reporting to:** Manager – Events and Projects

#### Overview:

The Project Administrator is a graduate/entry-level position within the Engagement and Sustainability group. The role supports the effective delivery of projects, events, education programs and technical support initiatives for the Australian grape and wine industry.

This position provides administrative, technical and logistical support across a portfolio of events, industry programs and digital applications. Responsibilities include project coordination, stakeholder support, database maintenance, event logistics, and ongoing support for AWRI's custom wine show software, *ShowRunner*. The role operates with a degree of autonomy in day-to-day prioritisation and workload management under the guidance of the Manager – Events and Projects.

#### Qualifications:

Diploma-level or higher qualifications are preferred, ideally in:

- Business administration
- Project management
- Marketing
- Tourism or event management

(Equivalent experience will also be considered.)

#### Experience:

Experience in one or more of the following is desired:

- Project or event administration
- Administration
- Tourism or marketing roles
- Digital systems support
- Coordination of logistics, scheduling or stakeholder communication

#### Principal Accountabilities:

1. Provide administrative support across E&S projects, ensuring accurate documentation, scheduling and tracking of deliverables.
2. Identify opportunities to enhance administrative processes and improve efficiency within the group.

3. Contribute to the end-to-end delivery of event projects, including registrations and logistics (e.g. venues, catering, glassware, wines, deliveries), operating with a degree of autonomy, individual workload management under the guidance of the Manager – Events and Projects.
4. Contribute to the ongoing development of AWRI's custom wine show software, ShowRunner and the support provided to industry users of the software.
5. Contribute to the developing, maintaining, and improving project databases and web applications, while offering technical support to both internal and external users. Also ensuring digital applications, such as websites, calendars, schedules, and budgets, are regularly updated and maintained
6. In conjunction with the Manager – Events and Projects, identify areas in which administrative support can be improved and efficiencies gained.
7. Contribute to post-event evaluations, analyse feedback, and prepare reports to guide future events.
8. Work with the AWITC Conference Manager in planning and executing the triennial Australian Wine Industry Technical Conference event.
9. Accept that all intellectual property, patents and discovery arising during the course of employment at the AWRI remain the property of the AWRI.
10. Promote the general well-being of the AWRI by ensuring that all contact with clients, staff or the public is performed in a professional and confidential manner.
11. Availability to have to work outside of standard hours
12. Undertake other duties as directed.

**Person specification:**

1. Demonstrated initiative and strong organisational skills with emphasis on time management and managing competing deadlines.
2. Ability to work independently and as part of a team.
3. Ability to identify opportunities for improvements in work systems and implement changes in collaboration with their manager and colleagues.
4. A focus on customer service and continuous improvement.
5. Motivated individual with a strong work ethic, a passion for continuous learning, and excellent interpersonal skills. The ideal candidate will be dedicated to their work and eager to develop professionally.
6. Demonstrated skills in the use of a range of computer applications such as Outlook, Word, Excel, PowerPoint, Zoom.
7. Willingness to use and/or learn a wide range of software applications (e.g. Slack, Trello, SQL, WordPress, Survey Monkey and EventsAir).
8. Good interpersonal skills and a capacity to build and maintain effective relationships with a range of stakeholders, including senior management, staff, industry contacts and other external parties.

9. Ability to promote and manage events with a wide range of parties and contacts at all levels.
10. Good verbal and written communication skills, with strong attention to detail.
11. Ability to adapt to changing workplace priorities and effectively manage multiple tasks.
12. Hold a current drivers' licence.
13. Willingness and ability to travel within Australia to undertake project work.
14. Ability to undertake manual handling activities.

**Workplace health and safety responsibilities:**

Employees and students must take reasonable care to protect their own health and safety, and have responsibilities to:

1. Ensure that they do not increase the risk to the health, safety or welfare of others through any act or omission.
2. Obey reasonable instructions that are designed to protect their health, safety and welfare.
3. Use, in the appropriate manner, equipment that is provided to protect their health, safety or welfare.
4. Not wilfully interfere with, or misuse, items or facilities provided in the interest of health, safety or welfare of employees.
5. Ensure that they are not affected by alcohol or any other drug to such an extent that they endanger themselves or others.
6. Report promptly, any hazards, incidents or injuries to their Manager/Team Leader.