

POSITION DESCRIPTION

Site Administrator

Date:	29 January 2024	Line Manager:	Project Director
Title:	Site Administrator	Direct Reports:	Nil
Team:	Delivery - Construction	Status of Position:	Fixed Term Contract
Location:	Clarke Creek Wind Farm	Date Reviewed:	29 January 2024

1 Position Summary

Reporting to the Project Director, the Site Administrator is responsible for providing support to the construction project team. The Site Administrator will oversee office operations, handle documentation, and ensure smooth communication within the construction site.

This role will be FIFO/DIDO to the Clarke Creek Wind Farm.

1.1 Key Responsibilities

- Manage and organise project documentation, including contracts, permits, drawings, and other important records.
- Implement and maintain a document control system to ensure accuracy and accessibility of project documents.
- Facilitate communication between project team members, contractors, and stakeholders.
- Distribute project-related information and updates to relevant parties.
- Act as a liaison between the construction site and the main office.
- Set up and maintain the construction site office, ensuring it is well-equipped and organised.
- Manage office supplies, equipment, and coordinate necessary maintenance.
- Schedule and coordinate meetings, both on and off-site.
- Enter and update project data in tracking systems or software.
- Generate regular reports on project progress, budget status, and other key metrics.
- Assist project team with administrative tasks.
- Coordinate travel arrangements, accommodations, and logistics for project team members.
- Ensure that safety documentation, such as safety reports and incident reports, is properly maintained.
- Assist in the coordination of safety training and orientations for on-site personnel.

1.2 General Responsibilities

Health, safety, and environment	Comply with all workplace health, safety and environmental obligations and report any incidents, hazards and accidents to the safety and environment team.
Administration	Ensure all documentation is stored and recorded on the Squadron Energy document management system.
Reporting	Ensure that issues and risks are escalated/reported to management in a timely manner.
Financial	Adhere to Squadron Energy and project procedures for purchasing and expenditure in compliance with approved budgets.
Stakeholders	Maintain a professional relationship with all project Stakeholders.
Company	Ensure that all work is carried out in accordance with Squadron Energy's employee policies and standards.

2 Skills and experience

2.1 Experience and knowledge

- Proven experience in a construction administrative role or related field.
- Familiarity with construction processes, terminology, and documentation.
- Detail-oriented with a focus on accuracy in record-keeping.
- Ability to work effectively in a fast-paced and dynamic construction site environment.
- Knowledge of safety regulations and procedures in the construction industry.

2.2 Skills

- Strong organisational and multitasking skills.
- Proficient in office software (e.g., Microsoft Office suite) and project management tools.
- Excellent communication and interpersonal skills.
- Detail-oriented with a focus on accuracy in record-keeping.

2.3 Qualifications / Tickets

- High school diploma or equivalent.
- Additional education or certification in construction management or administration (desirable).
- White Card.
- Driver's Licence.

3 Core behavioural responsibilities for all employees

Our values drive everything we do and underpin the culture we seek to create. Integration of our ten core values into our employment practices and frameworks allows Squadron Energy to recognise and respect individual employees for their personal contributions to their roles, their colleagues, our company and stakeholders.

Humility Be vulnerable, take risks to trust others.	Courage and Determination NEGU - we never ever give up.	Empowerment Go to your leader for advice, not permission.	Enthusiasm Be the most positive person in the room.
Family Support each other, always be kind.	Frugality Think of ways we can do things better, faster, cheaper, safer.	Generating Ideas Always be on the lookout for breakthroughs.	Integrity Do what you say you're going to do.
Safety Look out for your mates and yourself.	Stretch Targets Always be uncomfortable with your level of challenge.		

Squadron Energy is an EEO employer and we value diversity within our company.