

CAREER FACT SHEET

Contract, Program and Project Administrators

Snapshot

Contract, Program and Project Administrators plan and undertake administration of contracts, organisational programs, special projects and support services.

How many are employed in this occupation?	\$164,700
What are the average weekly earnings for full time workers?	\$1,848
How does unemployment compare with other occupations?	Average
What are the job prospects for this occupation?	High
What will be the likely future employment growth for the next five years?	Strong Growth

Main employing industries

Public Administration and Safety; Construction; Professional, Scientific and Technical Services; Health Care and Social Assistance

Tasks

This occupation may include associated occupations with varying tasks.

- developing, reviewing and negotiating variations to contracts, programs, projects and services
- responding to inquiries and resolving problems concerning contracts, programs, projects, services provided, and persons affected
- managing paperwork associated with contracts, 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

INDUSTRY OVERVIEW

Public Administration and Safety

If you enjoy complex problem solving, and are a critical thinker who is good at communicating with people and undertaking administrative tasks, then the Public Administration and Safety sector might have a career pathway for you. The Public Administration and Safety industry is primarily made up of Federal, State and Local Government legislative, executive and legal agencies. These bodies provide physical, social, economic and general public safety and security services and are charged with enforcing regulations. Maybe you have always dreamt about being a Police or Ambulance officer, or want to work in a role that services members of the public. Perhaps you are interested in public policy, legislation and regulation. The Public Administration and Safety sector offers opportunities in these and many other fascinating areas.

Possible job pathways

- Auditors and Company Secretaries
- Economists
- Contract, Program and Project Administrators
- Filing and Registry Clerks
- General Clerks
- Human Resource Clerks
- Human Resource Managers
- Human Resource Professionals
- Inquiry Clerks
- Keyboard Operators (Data Entry Operator)
- Other Clerical & Administrative Workers
- Payroll Clerks
- Personal Assistants
- Policy and Planning Managers
- Receptionists
- Secretaries
- Cartographers and Surveyors
- Fire and Emergency Workers
- Inspectors and Regulatory Officers
- Police
- Prison Officers
- Safety Inspectors
- Security Officers and Guards
- Social Workers
- Archivists, Curators and Records Managers
- Primary Products Inspectors
- Urban and Regional Planners



Public Administration and Safety

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