

# Contract, program and project administrator

Contract, program and project administrators plan and undertake administration of contracts, organisational programs, special projects and support services.

## Job title examples



- Contract Administrator/Contract Officer
- Program or Project Administrator/  
Program or Project Coordinator/  
Program or Project Officer

## Other jobs in this field of work

## What contract, program and project administrators do



- develop, review and negotiate variations to contracts, programs, projects and services
- respond to enquiries and resolve problems concerning contracts, programs, projects, services provided, and persons affected
- manage paperwork associated with contracts, programs, projects and services provided
- work with project managers, architects, engineering professionals, owners and others to ensure that goals are met
- advise senior management on matters requiring attention and implement their decisions
- oversee work by contractors and report on variations to work orders
- prepare and review submissions and reports concerning the organisation's activities
- collect and analyse data associated with projects undertaken, and report on project outcomes
- review and arrange new office accommodation

## Main employing industries



- Health Care and Social Assistance
- Education and Training
- Public Administration and Safety e.g. Commonwealth and state government, councils

## Qualifications



The following government subsidised qualifications are available in NSW:

**Certificate III in Arts Administration** available as a traineeship or qualification

**Certificate IV in Arts Administration** available as a traineeship or qualification

**Certificate IV in Local Government (Operational Works)** available as a traineeship or qualification

**Certificate IV in Project Management Practice** available as a traineeship or qualification

**Certificate IV in Marketing and Communication** available as a traineeship or qualification

**Diploma of Business** available as a traineeship or qualification

**Diploma of Local Government** available as a traineeship or qualification

**Diploma of Project Management** available as a traineeship or qualification

**Diploma of Procurement and Contracting** available as a traineeship or qualification

**Apprenticeships and traineeships:** Find out how to get an [apprenticeship or traineeship](#).

**Course fees:** You may be eligible for government subsidised training under Smart and Skilled. Go to the [Course Finder](#) to find training in your area, estimate your fee and find a training provider.

## Job prospects and pay



- There are around 29,925 contract, program and project administrator working in NSW.
- Over the next four years, employment in this occupation is expected to remain stable in NSW.

### Average weekly full time earnings (before tax):

- Contract, program and project administrators: \$1,387
- All occupations: \$1,200

## Related jobs



- Office Manager
- Practice Manager

To find out more regarding these related jobs, visit the [Job Guides Homepage](#).

### Information sources

Occupations: Australian Bureau of Statistics, Australian and New Zealand Standard Classification of Occupations, 1220.0

Employment: Australian Bureau of Statistics, Labour Force, Australia, Detailed, Quarterly, 6291.0.55.003

Skills shortages: Department of Employment, Skill Shortage List NSW 2015-16

Job prospects: Centre of Policy Studies (CoPS), Victoria University, Employment Forecast Data for NSW 2015/16 to 2022/23

Earnings: Department of Employment, [joboutlook.gov.au](#), based on ABS Characteristics of Employment Survey, August 2014