

JOB DESCRIPTION

Title: Project Administrator, Construction Products

1 Primary Function	
Initiate, administer, promote, expand and develop the NATSPEC National Construction Product Register (NCPD) . Research and prepare information on topics relating to the design, product conformance and other matters relating to the construction industry.	
2 Background	
In recent years construction products have entered the Australian market with inadequate and/or false evidence of conformance to applicable standards and regulations. This has affected the safety and construction quality of Australian buildings. NATSPEC continues to work with various governments and industry bodies to mitigate the risks of non-conforming building products. The NCPD is one such measure.	
3 Reporting	
To the CEO and NCPD Project Leader. Co-ordinating with the NATSPEC Managers.	
4 Supervises	
Not initially responsible for the supervision of others.	
5 Work Performed	
	Frequency
<ul style="list-style-type: none"> Follow the current procedure, accurately enter product information and maintain the on-line searchable National Construction Product Register database (NCPD). 	Ongoing.
<ul style="list-style-type: none"> Update relevant conformity resources on the NCPD website. 	Ongoing.
NCPD conformity certificate check: <ul style="list-style-type: none"> Research information relating to the authorities who issued the conformity certificates. Check the authenticity of the certificates with the issuing authorities. Check relevancy of the standard in the certificate and determine if it is suitable for listing. Highlight any certificate conditions and limitations. Liaise with manufacturers and CABs should existing data require update. 	Ongoing.
Research information <ul style="list-style-type: none"> Research and prepare information on topics relating to design, product conformance and other matters relating to the construction industry as directed by the CEO. 	Ongoing.
Any other related or similar tasks assigned. Up to 5% of time.	As required/agreed.
Desirable Qualities	
<ul style="list-style-type: none"> Adaptability. Customer focused (internally and externally). Accuracy and efficiency. Activity centre financial viability. 	