

WHITEHORSE CITY COUNCIL

Position description

Job title: Assistant Project Manager	
Classification: Band 6	Effective Date: March 2023
Reports to: Co-ordinator Buildings	Tenure: Permanent Full Time

About us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



**Excellent Customer
Experience and
Service Delivery**



**Great
Organisational
Culture**



**Innovation
and Continuous
Improvement**



**Good Governance
and Integrity**



**Long Term
Financial
Sustainability**

We value:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. It is expected that all employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

Goal Statement

To assist the Project Management team to co-ordinate and project manage the design, tendering, construction and hand over of buildings and buildings related capital projects to achieve outcomes that meet quality, time and stakeholder expectations.

Key Responsibilities

Position Specific Responsibilities

Under supervision or with clear guidelines, assist the Project Manager and Coordinator in the delivery of a full range of Capital Works Project Management services.

- Assist to conduct consultation with various stakeholders, develop a project scope and concept plans for client and user group sign-off as required
- Assist to co-ordinate and project manage the design phase and development of detailed design and tender documentation.
- Provide administrative support to assist the tendering and tender bid evaluation process
- Promote the development and acceptance of Environmentally Sustainable Design practices within the Department and the organisation
- Maintain adequate records, documents and correspondence to build a complete audit trail for each capital project undertaken
- Assist to contract manage the construction of buildings and building related capital works projects, monitor risk and OHS on building sites and facilitate the handover process of completed projects
- Assist in preparation of financial reports as required on project progress
- Assist the Project Manager and Co-ordinator with the development of procedures and best practice strategies as required

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.
- Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety

Accountability and extent of authority

Budget: To manage the project budgets for allocated projects with the assistance of the Co-ordinator of Buildings.

Staff responsibility: Nil

Judgement and decision making

Decision Making: Developing an awareness of and compliance with Council policy and procedures and relevant industry standards is essential. The incumbent will operate under close supervision or with clear guidelines. Problems will be solved using professional knowledge and guidelines, occasionally complex or requiring some creativity. Guidance and coaching is usually available from within the team.

Key Relationships: Liaises with residents, building occupants, consultants, contractors, industry bodies, government agencies and a variety of staff, management and Councillors. Under supervision, instructs contractors and project consultants to ensure the delivery of contracted outcomes.

Specialist knowledge and skills

- Proficiency in Microsoft Office suite of applications, particularly Excel and MS Project is essential.
- Operational use of Access, Autocad, GIS systems is desirable.
- Knowledge of design and contract management of building projects is desirable

Management skills

- The successful candidate will require skills in time management, setting priorities and planning and organising.

Inter-personal skills

- Excellent written and verbal communication skills, including writing reports, and ability to converse with stakeholders and contractors in a clear and confident manner. Ability to manage a variety of complex tasks concurrently
- Ability to gain cooperation and assistance from clients, members of the public and other staff members.

- Ability to work as a member of a team and work cooperatively to resolve issues and achieve mutual goals.
- Demonstrated attention to detail and accuracy

Qualifications and experience

- Bachelor of Architecture, Building, Engineering or equivalent.
- A valid driver's licence.
- Satisfactory National Criminal History Check.
- Working with Children Check.

Other skills and attributes

- Understanding of underlying principles in the development of forward works programs.
- Understanding of underlying principles of contract management and site administration.
- Understanding of risk and Occupational Health and Safety regulations and responsibilities
- On occasion, and by pre-arrangement, the incumbent may be required to attend meetings that occur outside standard hours of work.
- The employee may be directed to carry out duties within the limit of their skills, competence and training, provide that such duties are reasonable and do not promote the narrowing of their skill base or opportunity for development.
- The position is located at the Council Operations Centre in Box Hill South.

Key Selection Criteria

- Bachelor of Architecture, Building, Engineering or equivalent
- Skills in time management, setting priorities and planning and organising.
- Proficiency in Microsoft Office suite of applications, particularly Excel and MS Project is essential.
- Ability to gain cooperation and assistance from clients, members of the public and other staff members
- An understanding of risk and Occupational Health and Safety regulations and responsibilities
- Demonstrates organisational values and behaviours.

Physical and Functional Requirements

PHYSICAL FUNCTIONAL DEMANDS (POSTURE AND MANUAL HANDLING)

Manual Handling Demand	Specific Tasks	Frequency/Duration of performance of task per day	Assessor: Can candidate perform demand (Y/P/N)?	Comments
Standing Tasks involve standing in an upright position.	<ul style="list-style-type: none"> Meeting with Council officers. Including review, display and sorting of documents 	Occasional		
Squatting Tasks involve bending at the knees and ankles, full squat and semi squat posture.	<ul style="list-style-type: none"> General tidying of area Accessing cupboards 	Sometimes performed Sometimes performed		
Kneeling Tasks involve bending at the knees and ankles.	<ul style="list-style-type: none"> General tidying of area Accessing cupboards 	Sometimes performed Sometimes performed		
Walking Tasks involve walking on even/uneven surfaces. Tasks involve walking up/down steep inclines.	<ul style="list-style-type: none"> Regular short distances < 50m, Trolley used when appropriate to aid in manual handling 	Sometimes performed		
Lifting (Floor to waist) Tasks involve raising, lowering or transferring objects ($\leq 9\text{kg}$) from one position to another, using the hands.	<ul style="list-style-type: none"> Collecting, returning hard copy files Short distances, stable load < 5kg 	Sometimes performed		
Lifting (Between waist and shoulder) Tasks involve raising, lowering or transferring objects ($\leq 9\text{kg}$) from one position to another, using the hands.	<ul style="list-style-type: none"> Collecting, returning hard copy files Short distances, stable load < 5kg 	Sometimes performed		

Manual Handling Demand	Specific Tasks	Frequency/Duration of performance of task per day	<i>Assessor: Can candidate perform demand (Y/P/N)?</i>	<i>Comments</i>
Reaching forward Tasks involve forward reaching with the arms extended.	<ul style="list-style-type: none"> • General tidying of area • Accessing cupboards 	Occasional Once per day		
Pushing/Pulling Tasks involve pushing objects away from the body or pulling objects towards the body (also includes striking or jerking).	<ul style="list-style-type: none"> • Movement of objects, documents and other equipment at workstation 	Occasional		
Hand/arm dexterity Tasks involve use of hands and arms like wrist and/or elbow flexion and extension (i.e. typing, stacking).	<ul style="list-style-type: none"> • Photocopying of documents • Using the telephone • Preparation of correspondence 	Daily, intervals across 7.6 hours Up to 7.6 hours a day, head set offered, supplied phone headsets recommended Occasional		
Handwriting Tasks that require the production of written material to record or communicate information.	<ul style="list-style-type: none"> • Note taking at site meetings 	Weekly for 1 hr per day		
Keyboard duties Task involve sitting at workstation and using computer.	<ul style="list-style-type: none"> • Data Entry, emails, Phone interaction, reports, correspondence etc 	Daily, intervals across 7.6 hours		

COGNITIVE AND PSYCHOSOCIAL DEMANDS

Psychological Demand	Required to perform roles and responsibilities of the job? (Tick appropriate option)				Assessor: Can candidate perform demand (Y/P/N)?	Comments
	Unlikely	Possible	Occasionally	Regularly		
Adaptability and flexibility Ability to work effectively in the midst of change or rigid constraints. Adapts to changing needs, conditions and work responsibilities.				✓		
Decision making The ability to work effectively when analysing problems, organising information, resolving issues or generating solutions.				✓		
Degree of Self-Supervision The ability to work effectively without supervision.			✓			
Exposure to Confrontational Situations Ability to work effectively when confronted by an individual or encountering confrontational situations requiring the employee to take action.		✓				
Problem Solving and Analysis The ability to work effectively at solving problems and analysing situations and information.				✓		

PHYSICAL FUNCTIONAL DEMANDS (SENSORY)

Sensory Demand	Required to perform roles and responsibilities of the job?			Assessor: Can candidate perform demand (Y/P/N)?	Comments
	Always	Often	Never		
Vision Tasks involve use of eyes as an integral part of task performance e.g. looking at computer screen, keyboard, etc., peripheral vision.	Necessary in order to effectively and safely perform roles and responsibilities.				
Hearing Use of hearing is an integral part of work performance e.g. telephone enquiries.	Necessary in order to effectively and safely perform roles and responsibilities.				
Smell Tasks involve the use of smell as an integral part of the task performance e.g. working with chemicals.			Needed in some instances to effectively and safely perform roles and responsibilities.		
Touch Tasks involve the use of touch integral to task performance.	Necessary in order to effectively and safely perform roles and responsibilities.				

Mandatory Personal Protective Equipment:

- Hard hat, Steel capped boots, Hi Viz vest (all supplied by employer)