

<b>Job title:</b> Assistant Project Manager	
<b>Classification:</b> Band 6	<b>Effective Date:</b> July 2023
<b>Reports to:</b> Co-ordinator Buildings	<b>Tenure:</b> 3-month Contract

## 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.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

## 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 Managers 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 budgets, 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 365 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, Project Management 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
<b>Standing</b> Tasks involve standing in an upright position.	<ul style="list-style-type: none"> <li>Meeting with Council officers. Including review, display and sorting of documents</li> </ul>	Occasional		
<b>Squatting</b> Tasks involve bending at the knees and ankles, full squat and semi squat posture.	<ul style="list-style-type: none"> <li>General tidying of area</li> <li>Accessing cupboards</li> </ul>	Sometimes performed  Sometimes performed		
<b>Kneeling</b> Tasks involve bending at the knees and ankles.	<ul style="list-style-type: none"> <li>General tidying of area</li> <li>Accessing cupboards</li> </ul>	Sometimes performed  Sometimes performed		
<b>Walking</b> Tasks involve walking on even/uneven surfaces.  Tasks involve walking up/down steep inclines.	<ul style="list-style-type: none"> <li>Regular short distances &lt; 50m, Trolley used when appropriate to aid in manual handling</li> </ul>	Sometimes performed		
<b>Lifting (Floor to waist)</b> 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"> <li>Collecting, returning hard copy files</li> <li>Short distances, stable load &lt; 5kg</li> </ul>	Sometimes performed		
<b>Lifting (Between waist and shoulder)</b> 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"> <li>Collecting, returning hard copy files</li> <li>Short distances, stable load &lt; 5kg</li> </ul>	Sometimes performed		
<b>Reaching forward</b> Tasks involve forward reaching with the arms extended.	<ul style="list-style-type: none"> <li>General tidying of area</li> <li>Accessing cupboards</li> </ul>	Occasional  Once per day		
<b>Pushing/Pulling</b> Tasks involve pushing objects away from the body or pulling objects towards the body (also	<ul style="list-style-type: none"> <li>Movement of objects, documents and other equipment at workstation</li> </ul>	Occasional		

Manual Handling Demand	Specific Tasks	Frequency/Duration of performance of task per day	Assessor: Can candidate perform demand (Y/P/N)?	Comments
includes striking or jerking).				
<b>Hand/arm dexterity</b> 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"> <li>• Photocopying of documents</li> <li>• Using the telephone</li> <li>• Preparation of correspondence</li> </ul>	Daily, intervals across 7.6 hours  Up to 7.6 hours a day, head set offered, supplied phone headsets recommended  Occasional		
<b>Handwriting</b> Tasks that require the production of written material to record or communicate information.	<ul style="list-style-type: none"> <li>• Note taking at site meetings</li> </ul>	Weekly for 1 hr per day		
<b>Keyboard duties</b> Task involve sitting at workstation and using computer.	<ul style="list-style-type: none"> <li>• Data Entry, emails, Phone interaction, reports, correspondence etc</li> </ul>	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		
<b>Adaptability and flexibility</b> Ability to work effectively in the midst of change or rigid constraints. Adapts to changing needs, conditions and work responsibilities.				✓		
<b>Decision making</b> The ability to work effectively when analysing problems, organising information, resolving issues or generating solutions.				✓		

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		
<b>Degree of Self-Supervision</b> The ability to work effectively without supervision.			✓			
<b>Exposure to Confrontational Situations</b> Ability to work effectively when confronted by an individual or encountering confrontational situations requiring the employee to take action.		✓				
<b>Problem Solving and Analysis</b> 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		
<b>Vision</b> 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.				
<b>Hearing</b> 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.				
<b>Smell</b> 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.		
<b>Touch</b> 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)