

Position Description

CORPORATE INFORMATION

Position Title	Assistant Project Manager – Water Business Unit		
Directorate	Office of the CEO	Branch/Section/Unit	Water Business Unit / Projects Branch
Position Number		Level	2
Award	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1		
Line Manager	Program Manager – Water Business Unit		
Direct Reports	Nil		

SCOPE OF POSITION

Position Summary

This position will assist with the control and coordination of projects involving the scoping, design and construction of infrastructure. The role will assist project inspections, asset recognition and asset management, as well as assisting the management and procurement of contracts and the management of contractors.

Key Responsibilities of the Role

- Assist & coordinate the delivery of capital works programs and projects to ensure they meet quality standards and are delivered in a cost effective and timely manner.
- Assist with the preparation of project briefs, contract management, financial administration, record keeping and other tasks as required for the project coordination of Council civil infrastructure projects.
- Assist with the preparation of project management plans to ensure projects are appropriately managed and monitored for risks and issues as they arise.
- Assist with the management of external consultants and contractors to ensure that projects are delivered.
- Prepare and implement effective communication plans to ensure stakeholders are appropriately informed.
- Liaise with other Council departments, Government agencies, Council clients and staff to ensure that projects are planned, designed, coordinated and implemented in accordance with statutory obligations and Council objectives.

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- Assist in the implementation of Water Business Unit administrative process and procedure and development of project management systems.
- Ensuring assets delivered by projects are captured in the corporate asset information management systems.

Mandatory Licence/Competency (Ticket) Requirements

- Queensland 'C' Class driver's licence or above that is current and maintained.

Essential Knowledge/Skills/Qualifications Criteria

- Currently studying (to at least 3rd year) for a Tertiary qualifications in a relevant field, such as Civil Engineering, Project Management or other similar qualifications relevant to the duties of the position.
- Some experience in civil infrastructure work including design and contract administration.
- High level of oral and written communication skills including analytical reports and presentations and demonstrated ability in the use of computer applications and information systems.
- Proven ability to effectively manage multiple projects concurrently.

Desirable Knowledge/Skills/Qualifications Criteria

- Experience in contracts and managing contractors.
- Knowledge of procurement & contract administration systems.

Physical Requirements of the Position

Note: Applicants with disabilities will be considered on a case by case basis.

- An ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg.
- An ability to walk up and down stairs whilst occasionally carrying weights up to 15kg.
- An ability to clearly hear directions and instructions being provided at normal speech levels.
- An ability to frequently exert a force up to 20kg whilst pushing, pulling, lifting or carrying an object or equipment.
- An ability to occasionally lift or carry objects or equipment up to 25kg.
- An ability to frequently stand for periods of two hours and occasionally walk on sloping, uneven or slippery surfaces whilst using equipment or carrying objects up to 20kg.
- An ability to kneel or crawl in a bent position whilst exerting force up to 15kg.
- An ability to clearly hear directions and instructions being provided at normal speech levels.

Special Requirements

- N/A.

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ORGANISATIONAL INFORMATION

Safety

Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

Responsibility

Applying council policies and procedures in every day work activities to assist council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

Related documents

- WHS Policy statement – WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with council's Recordkeeping Policy – CGPOL002.

Council's Vision

To be the *natural* choice to live, work and play.

Council's Values

Accountable – We take responsibility for our actions. We will be accessible and fair.

Consistent – Our actions will reflect council's guidelines and practices at all times.

Appreciative – We value the opportunities we have and that we look for the best in our people, our organisation and our community.

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Communicative – We will keep people informed, consult with the community and will actively listen to and respond to their input.

Respectful – We treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we serve.

POSITION APPROVAL AND ACCEPTANCE

Approved By

Name		Position	
Signature		Date	

Accepted By

Name			
Signature		Date	

The scope and requirements of this position as well as the organisational structure is subject to change by council as required by business needs.