**From:** Rosetta Rotundo <RRotundo@moreland.vic.gov.au>
**Sent:** Friday, 16 April 2021 5:18 AM
**To:** Aleece Booker <ABooker@moreland.vic.gov.au>; Tina Petrovski <TPetrovski@moreland.vic.gov.au>
**Subject:** RE: CEO APPROVED | Assistant/Junior PM Advertisement
**Importance:** High

Hi Aleece/Tina,

CEO approval for this position.

Regards,

|  |  |
| --- | --- |
|  | Moreland logo |
| **Rosetta Rotundo**  |
| **Human Resources Support Officer**  |
|  |
| **T** +61 3 9240 1274  |
| [www.moreland.vic.gov.au](https://www.moreland.vic.gov.au)  |
|  |
| Moreland City Council acknowledges the Wurundjeri Woi Wurrung people as the Traditional Custodians of the lands and waterways in the area now known as Moreland. We pay respect to their Elders past, present, and emerging, as well as to all First Nations communities who significantly contribute to the life of the area. |

**From:** EADBT - Kim & Giovanna
**Sent:** Thursday, 15 April 2021 4:17 PM
**To:** Magnus Neergaard <MNeergaard@moreland.vic.gov.au>; Tony McPartland <TMcPartland@Moreland.vic.gov.au>
**Cc:** Greg Gale <GGale@moreland.vic.gov.au>; Brian Harris <BHarris@moreland.vic.gov.au>; Tina Petrovski <TPetrovski@moreland.vic.gov.au>; Rosetta Rotundo <RRotundo@moreland.vic.gov.au>
**Subject:** CEO APPROVED | Assistant/Junior PM Advertisement
**Importance:** High

Good afternoon Magnus/Tony

Please see below email approval from Cathy to commence advertising for the Junior Project Manager role.

Kind regards

Kim

|  |  |
| --- | --- |
|  | Moreland logo |
| **Kim Tully**  |
| **Executive Assistant Director Business Transformation**  |
|  |
| **T** +61 3 9240 2213  |
| [www.moreland.vic.gov.au](https://www.moreland.vic.gov.au)  |
|  |
| Moreland City Council acknowledges the Wurundjeri Woi Wurrung people as the Traditional Custodians of the lands and waterways in the area now known as Moreland. We pay respect to their Elders past, present, and emerging, as well as to all First Nations communities who significantly contribute to the life of the area. |

**From:** Cathy Henderson <CHenderson@moreland.vic.gov.au>
**Sent:** Thursday, 15 April 2021 3:58 PM
**To:** EACEO - Leonie <eaceo@moreland.vic.gov.au>; EADBT - Kim & Giovanna <eadbt@moreland.vic.gov.au>; Sue Vujcevic <svujcevic@moreland.vic.gov.au>
**Subject:** FW: Assistant/Junior PM Advertisement
**Importance:** High

Hi, I approve this for advertising

Thanks

Cathy

|  |  |
| --- | --- |
|  | Moreland logo |
| **Cathy Henderson**  |
| **Chief Executive Officer**  |
|  |
| **T** +61 3 9240 1192   **M** 0402 429 100  |
| [www.moreland.vic.gov.au](https://www.moreland.vic.gov.au)  |
|  |
| Moreland City Council acknowledges the Wurundjeri Woi Wurrung people as the Traditional Custodians of the lands and waterways in the area now known as Moreland. We pay respect to their Elders past, present, and emerging, as well as to all First Nations communities who significantly contribute to the life of the area. |

**From:** Magnus Neergaard
**Sent:** Thursday, 8 April 2021 9:22 AM
**To:** Tony McPartland <TMcPartland@Moreland.vic.gov.au>
**Cc:** Greg Gale <GGale@moreland.vic.gov.au>
**Subject:** Assistant/Junior PM Advertisement
**Importance:** High

Hi Tony,

Hope you are well.

Could you please review the attached and below and confirm your endorsement for us to commence advertisement.

In summary - Peter Ryan has resigned so we are advertising the role for a 12 months contract whilst we are resource planning etc.  The PD and ad are the same as two years ago but to align with market terminology we are calling the role Junior PM instead of only Assistant PM.  Finance has confirmed budget etc.

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|  | Moreland logo |
| **Magnus Neergaard**  |
| **Head of Building Projects**  |
|  |
| **T** +61 3 9240 1297   **M** +61404177820  |
| [www.moreland.vic.gov.au](https://www.moreland.vic.gov.au)  |
|  |

Recruitment template

Thursday, 1 April 2021

12:35 PM

|  |  |
| --- | --- |
| Position | Assistant / Junior Project Manager  |
| Type of Position | Fixed Term  |
| Term of the position | 12 months  |
| FTE for which approval is sought | 1 FTE |
| Existing / New | Existing Role  |
| Budget | Refer to attached email from Finance confirming role is fully budgeted.  |
| Level / Band or salary range | Band 5 |
| Proposed Advertising | External  |
| Other Justifications | The current position has recently become vacant. The position is considered a priority to be filled immediately in order to maintain delivery of services. I am requesting permission to advertise this role as soon as possible. |
| Endorsement from Finance\* | Finance (Jemma Wightman) confirm existing budget for the ongoing role. Refer to email dated 31 March 2021.  |
| Endorsement from People and Safety\* | NAME HERE – date of endorsement and any qualifiers / explainers added |
| Endorsement of Director | NAME HERE – date of endorsement and any qualifiers / explainers added – including a statement about the importance of this role compared to identified emerging pressures for additional resources that are unfunded within the directorate |