



Position Description

Non-supervisory Employees

Position Title	Assistant Project Manager
Section	Project Delivery
Division	Infrastructure
Reports to	Senior Project Manager
Grade	13
Employment Status (FT/PT/Casual/Temp)	Full time, Temporary 2 years

Position purpose

To assist Project Managers in the delivery of all projects, including procurement, environmental planning, design management, resource estimation, financial management, quality and WHS control and associated project development and reporting or any other tasks.

Position specific responsibilities

The key duties you are expected to perform in your role.

- Undertake all aspects of project management (under supervision), in line with Council's Project Management Framework, including but not limited to developing project briefs and scopes to ensure the successful completion of standard projects and support project managers
- To complete documentation relevant to project delivery including (but not limited to) tender and request for quotation documentation & Review of Environmental Factors
- Manage staff, contractors & volunteers during delivery to ensure that the works are built in accordance with plans and relevant standards and codes
- To prepare project cost estimates and manage project budgets (under supervision)
- Apply a working knowledge of Workplace Health and Safety obligations both as an employee and supervisor in all aspects of work
- Participate in planning and delivery of community engagement activities associated with projects as required
- To use well developed time management and organisational skills to deliver projects and assigned tasks within specified deadlines
- To engage and manage consultants and contractors to provide specialist advice or documentation for project design or construction



- Provide continuous monitoring and period reporting of all project information within the project objectives and success criteria, and financial information within the approved annual budget allocation for assigned projects
- Ensure assigned projects delivered to Council's adopted standards, regulations and policies
- Ensure all completed works are in accordance with agreed quality standards and specifications
- Any other related duties as directed



Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

Values-based behaviours for Non-Supervisory Employees

Values	Expected Behaviour
Communication	<ul style="list-style-type: none">• I communicate with respect• I constructively contribute to team meetings, toolbox talks and conversations• I share information and ideas with colleagues• I ask questions if I don't understand
Accountability	<ul style="list-style-type: none">• I always work in a safe manner, looking after my own safety and the safety of those around me• I am responsible for my own actions• I take initiative to progress my own work• I follow through on my work commitments
Professionalism	<ul style="list-style-type: none">• I treat others with respect• I complete my work to the best of my ability• I take pride in my work• I am flexible and responsive to changing work priorities and issues
Integrity	<ul style="list-style-type: none">• I act honestly• I understand and follow the law, rules, policies, guidelines and the Code of Conduct• I treat others the way I wish to be treated• I contribute positively to our work
Teamwork	<ul style="list-style-type: none">• I look for, and am open to, new and better ways of doing things, together• I am an engaged and enthusiastic team player• I step in to help others when workloads are high• I cooperate with my team members and supervisors



Document Endorsement

Date 12 January 2021

Group Manager

A/Group Manager, Michael Collins

Date

Director

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

Employee Name

Employee Signature

Date
