



# Recruitment Selection Criteria

## Assistant Project Manager

<b>Position Title</b>	Assistant Project Manager
<b>Section</b>	Project Delivery
<b>Division</b>	Infrastructure
<b>Grade</b>	13

### Essential requirements

1. Strong administration skills (i.e. scheduling, planning, record keeping)
2. Proficiency in reviewing and preparing varied documentation and reports (i.e. budgets, project proposals/plans)
3. Demonstrated time management and organisational skills
4. Ability to work unsupervised within a team environment
5. Ability to understand new concepts and apply learnings to grow current experience
6. Ability to articulate concepts clearly and concisely for open discussion
7. Working knowledge of WHS legislation

### Desirable requirements

1. Tertiary qualification in project management, engineering, leadership or similar
2. Successful delivery of projects in either the design or construction phases

### Our Values

**Communication | Accountability | Professionalism | Integrity | Teamwork**

In your role at Council, you are expected to demonstrate our Values at all times. Your position description details the behaviours expected of you in your role.