

JOB TITLE
Project Assistant – Student

CLASSIFICATION
75% Band 5A

REPORTS TO
Coordinator Building Projects

WHAT WE TRUST YOU TO DELIVER



- Plan, design, document and organise safe implementation of minor renovation work, improvement work and projects at Council's buildings and properties, under the supervision of the Coordinator and in line with Council's Project Management Framework
- Prepare and compile project briefs, technical specifications, drawings, project plans, quotation documents, tender documents, contracts, reports, correspondence, applications for approval, applications for grants, public notices, building manuals and building user guides
- Engage contractors and consultants through Council's systems and dispatch safe work method statements, service orders and purchase orders to them
- Provide administrative support to members of the Building Projects Department
- Regularly report to the Coordinator of Building Projects on workflow and progress of work/projects

WHAT YOU'LL NEED TO THRIVE



- Knowledge of building construction practices and OH&S requirements
- Advanced computer skills in Microsoft Office applications and the ability to pick up new systems quickly
- Knowledge of building, planning, heritage conservation regulatory requirements
- Strong attention to detail
- Demonstrated analytical and problem solving skills
- Ability to work in a team environment and positively contribute to the team
- Effective communication skills to gain cooperation and assistance from Council staff, consultants and contractors
- Ability to prepare accurate, clear and concise correspondence, specifications, quotation/tender documents and reports
- A current Victorian driver's licence
- Enrolled and currently undertaking 2nd or 3rd year of a tertiary qualification course in either Architecture, Engineering or Project Management

WHAT WE'LL DO TO SUPPORT YOU



- Provide a safe and welcoming environment where you will be encouraged to innovate and embed new ways of working.
- Deliver opportunity for genuine engagement and collaboration across all levels of the business.
- Commit to your long term growth and career development.
- Provide access to our Executive Team to share ideas and make a positive difference across the organisation.

WHERE YOU FIT IN AND THE DIFFERENCE YOU CAN MAKE



VISION Council will be an inclusive, healthy, creative, sustainable and smart community
VALUES Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

OUR CAPABILITY FRAMEWORK OUTLINES THE BUILDING BLOCKS WE USE TO DEVELOP OUR ORGANISATION AND PEOPLE



CAPABILITY	Project Management	Change	Communication	Good Governance	Achievement
LEVEL	1	1	1	1	1
CAPABILITY	Leadership Impact	Decisiveness	Agility	Care	Growth Mindset
LEVEL	1	1	1	1	1