

POSITION DESCRIPTION

Assistant Project Manager – WSIG
POS 1, 2, 3, 4

Directorate:	Operations	Department:	WSIG Project Delivery
Position Grade:	11 Market (dependent on experience)	Reports to:	Senior Project Manager (WSIG)
Last review:	Not Applicable	Next review:	November 2026
		Version No.:	1.0

Position purpose:

To assist in the planning, delivery and monitoring of a Western Sydney Infrastructure Grants (WSIG) Program project to ensure successful completion within specified timelines and budget constraints including construction management and stakeholder engagement.

Key accountabilities/responsibilities:

Under the Guidance of a Senior WSIG Project Manager, responsible for:

- 1) Contributing to project delivery goals (encompassing goals for quality, time, safety, environmental, risks and cost) by actively assisting with the procurement, construction, and hand over processes for a discrete Project.
- 2) Assisting in the management of the Delivery Management Framework (DMF) requirements for one discrete WSIG Project.
- 3) Monitoring the execution and completion of works to achieve required specifications, quality, risk, safety and environmental standards, time and budget constraints, legislative requirements, grant conditions and to the expectations of the Western Sydney Infrastructure Grants (WSIG) Program Office.
- 4) Contributing to the development of “best practice” asset and infrastructure solutions by considering political sensitivities, life cycle costs, safety, amenity, environment, access and user behaviour, community expectations and other risk management issues.
- 5) Participating in pre-tender/quotations, WHS and EP&A project hazard identifications and risk assessments of relative work activities associated with allocated projects.
- 6) Contributing to the successful development, acceptance, and implementation of WSIG Projects by ensuring effective liaison, consultation and communication, and developing and maintaining effective working relationships with internal and external stakeholders.
- 7) Fostering and encouraging an environment of continuous improvement by embracing Total Quality Management principles and applying these principles to WSIG Projects.
- 8) Assisting in Project Reporting as directed by Senior Project Manager.
- 9) Contributing to the planning and policy development of the organisation by providing timely and accurate management reports and information.
- 10) Promoting the image of the WSIG team and Council as being Project Professionals.
- 11) Follow Council’s policies and procedures when carrying out work to effectively manage risks and opportunities. Report all incidents, risks, and issues to WSIG Management in a timely manner.

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Decisions made in the position:

- 1) Approval of purchase order requisitions within position's financial delegation
- 2) Work and resourcing priorities

Decisions referred:

- 3) Budget expenditure beyond allocated limits
- 4) Approval of contract work variations
- 5) Procurement
- 6) Major contract disputes
- 7) Approval of purchase order requisitions above position's financial delegation
- 8) Major WH&S and EP&A breaches

Key issues/challenges:

- 1) Applying the Delivery Management Framework (DMF)
- 2) Managing the triple constraint
- 3) Managing risks and opportunities within a project delivery lifecycle
- 4) Meeting strict delivery timeframes and cost expectations

Key working relationships:

- | | |
|-----------------------------------|---------------------------|
| • Senior Project Manager/s (WSIG) | • Other Project Engineers |
| • WSIG Program Manager | • Design Consultancies |
| • Project Controls Manager (WSIG) | • Project Stakeholders |

POSITION SPECIFICATION

Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.

ESSENTIAL CRITERIA

Qualifications/Licences

- Current Class C Drivers Licence
- Bachelors Degree in complementary Project Manager discipline for example Landscape Architecture, Architecture, Planning, Recreational Planning, Engineering or Trade background or PM trainee background

Experience

- Previous experience in project coordination or related role is advantageous
- Experience in applying agility and flexibility to daily Project Management
- Experience in project report preparation
- Experience in working to strict timeframes and budget constraints
- Strong communications and interpersonal skills
- Strong organisational and multitasking abilities
- Experience working within a team environment

Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice, and multi-cultural diversity
- Understanding the role of customer service in the Local Government
- Understanding of the Procurement process and the ability to prepare tender documents and technical specifications

DESIRABLE CRITERIA

- Ability to undertake contract administration
- Understanding of Project Risk Management

- Possess Work Cover Construction WHS Induction White Card
- Knowledge of Local Government operations, processes and administrative procedures
- Knowledge of or experience in Government grant administration
- Effective negotiation, mediation and conflict resolution skills
- Ability to identify, analyse, assess and interpret infrastructure needs, options, priorities, and associated costs
- Ability to exercise independence in managing community infrastructure projects

CORPORATE VALUES

This section does NOT need to be addressed in any application for this position.

You will be able to demonstrate the ability to use Liverpool City Council's Corporate Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Liverpool City Council will be underpinned by a commitment and belief in our Corporate Values.

Specific requirements are:

1. Value Staff

At Liverpool City Council we value staff by working to enable the recognition of staff performance, encouraging and supporting career development and providing continuous learning. We also recruit competent staff willing to adhere to our values while pro-actively retaining good staff.

2. Work Together

At Liverpool City Council we work together by contributing towards the team goals of the unit as identified in the work plans and assisting other team members through co-operative work ethics. We also actively help other units and staff across the organisation.

3. Respect People

At Liverpool City Council we respect people by encouraging an honest, courteous, ethical, fair and equitable workplace. Understanding cultural diversity issues and valuing the views of other people is also an important component.

4. Communicate Effectively

At Liverpool City Council we communicate effectively by providing open, accessible and honest communication with all stakeholders. We also ensure all stakeholders have necessary information at their disposal.

5. Show Leadership at all Levels

At Liverpool City Council we show leadership at all levels by being pro-active in our approach in providing excellent levels of internal and external customer service, leading by example and showing initiative and innovation.

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous