|  |  |
| --- | --- |
| **Position Title** | Assistant Project Manager |
| **Group/Portfolio** | Corporate Services/ Major Projects and Planning |
| **Classification** | HEW 7 |
| **Position Number** | 00063639  |
| **Reports To** | Senior Project Manager |
| **Employment Type** | Fixed term |

## 1.0 Position Purpose

## The Assistant Project Manager will support the effective development delivery of Major Project and Planning (MPP) works across the building lifecycle including coordination, maintaining documentation (including contracts), communication between stakeholders internal and external to the University, budget management, quality control and after build defect support. This position is required to operate with a high degree of autonomy and under broad direction, acting as a primary and first point of control in the execution of the building development.

##  This role must also ensure that the project complies with the Building Code of Australia and other statutory requirements. This is a critical position for fraud and corruption control in the University. The incumbent will ensure they understand the University's Fraud and Corruption Control Framework and manage the prevention, detection and reporting controls of their function effectively.

## 2.0 Eligibility Requirements

* + The occupant of this position will hold relevant tertiary qualifications and in excess of 3 years of subsequent experience in project management, or an equivalent combination of relevant experience and/or education and training.

## 3.0 Key Responsibilities

* + - Provide high level administrative and project coordination support to the SPM and Director MP&P to ensure the successful execution of each phase in the construction including and not limited to the preparation and delivery of weekly project team activity summaries and reporting on key milestones for internal and external stakeholders.
		- Liaise with project stakeholders regarding the planning and delivery of project activities and produce accurate and timely project communications including milestones reports and presentations.
		- Ensure coordination of procurement in accordance with procurement plans developed in consultation with the SPM and Director MP&P.
		- Conduit and liaison between SPM, Stakeholders, Design Team and Contractor to ensure briefs are incorporated into design and delivery. Undertake liaison with Local Authorities, Government Departments and other external bodies with respect to approvals and statutory obligations
		- Monitor and provide oversight of the Construction process. Conduit between Building Contractor / Superintendent and GU Stakeholders. Ensure all required documentation is delivered, including: Warranties, manuals, as-constructed plans, plant and equipment lists.
		- Oversee post-construction project review and contribute to management of the defect period. Ensure all contractual obligations, of all parties, are reviewed and met to facilitate project closure and provide dispute resolution advice as required.
		- Lead and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
		- Be a leading example of the principles and values embodied in the University’s Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

## 4.0 Key Capabilities

* Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates’ success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Others section of our [Capability Development Framework](https://intranet.secure.griffith.edu.au/employment/learning-and-development/specialist-programs/capability-development-framework#framework).