

POSITION DESCRIPTION



COMMUNITY HOUSING LTD
GROUP OF COMPANIES

Assistant Project Manager

Location: Flexible

Reports to: Senior Project Manager

Supervises: Nil

CHL Capability Band: #1

Primary Purpose:	The Assistant Project Manager is responsible for providing administrative support to projects that grow the supply of social and affordable housing. This includes contributing to tender proposals and responses.
Context:	This is an important role contributing to CHL's vision of a world without housing poverty and supporting CHL's values, vision and goals. Staff in this role are expected to assume a positive and balanced approach to work. This includes actively working towards a healthy and respectful environment free from harassment and discrimination.
Work Health & Safety	Ensure all tasks and activities associated to the role's operations comply with WHS legislation, relevant State jurisdiction and CHL health and safety policies, procedures and directions
Responsibilities:	<p>A key member of the Project Development team, the Assistant Project Manager will be responsible for administration support to projects by ~</p> <ol style="list-style-type: none"> 1. Administering project plans and project activities 2. Understanding bid requirements to support articulation of proposals in a clear and concise manner 3. Sourcing and coordinating information and data from various sources to assist with developing compelling and evidence-based content for bids 4. Maintaining a centralised library of information which enables the efficient and effective development of tender and similar submissions/documents 5. Developing case study material relating to business development activity 6. Providing compliance and governance support within the established framework 7. Compiling business reports 8. Providing additional support to wider team and organisation as required
Technical Skills, Experience & Qualifications:	<ul style="list-style-type: none"> • Knowledge or experience in project management methodology and practice, and/or bid coordination and writing • Demonstrated experience working in a team and in partnership with multiple stakeholders to deliver project outcomes • Research, analytical and problem-solving skills • Proficient in MS Office Suite (Excel, PowerPoint and Word) and Adobe Creative Suite • Excellent written and verbal communication skills with a keen eye for detail • Commitment to the right of every person to good quality housing • Satisfactory Police Check
Key Capabilities:	<p>Achieves Results: Sees tasks through to completion with a commitment to achieving quality outcomes.</p> <p>Quality: Ensures that own work meets CHL's quality requirements.</p> <p>Project Management: Supports project planning and understands project goals, steps to be undertaken and expected outcomes.</p> <p>Continuous Improvement: Look for and take advantage of opportunities to learn new skills to achieve work goals. Is adaptable in approach and willing to be flexible to accommodate the changing needs of the team and the environment.</p> <p>Gathers Information: Knows where to find information and asks questions to ensure a better understanding of issues.</p> <p>Teamwork: Openly shares information, participates and contributes to team discussions and goals.</p> <p>Business and Political Acumen: Maintains an awareness that CHL operates in a broader political and economic context.</p> <p>Proactive: Takes action to avoid potential problems or minimise their impact.</p> <p>Communication: Presents messages in a clear and precise manner using appropriate language.</p> <p>Probity: adopts a principled approach, adhering to CHL's policies and procedures.</p>