

Position Description

Position Title: Project Support Officer	Date: June 2018
Reports to: GM Development and Construction	Location: Brisbane
Department: Development & Construction	Direct Reports: Nil

Position Purpose

AAM Investment Group is an Australian owned and operated provider of investment, asset management and consultancy services. We structure, operate and manage investments across agriculture, rural and commercial property and regionally based infrastructure, drawing on the team's knowledge and experience in these sectors to improve investment performance through operational and technological efficiencies and improved management.

Reporting to the General Manager Development and Construction, the Project Support Officer is responsible for providing the Development and Construction Team with high level support to ensure that project tasks are efficiently and effectively planned, monitored, deployed and evaluated.

This role will provide high quality project support work across projects, supporting the management of multiple development projects at livestock saleyard facilities.

AAMIG is committed to providing a safe and healthy workplace for all staff, clients, and visitors to our facilities. All staff are required to contribute to and promote a continuous workplace health and safety culture.

Key Responsibilities

- Provide a professional level of project communication and administration of the project activities, supporting the team with practical logistical tasks such as scheduling, organising meetings and other administrative requirements including answering incoming calls and following up on all general requests for information in a timely and accurate fashion
- Coordinate all process related (not technical) records and ensuring that such records are current and well maintained. These records will include filing systems (hard and soft); records of meetings, actions, logs, registers et al.
- Preparation of inter alia spreadsheets, presentation material, letters as required, in a timely manner
- Collate information and prepare draft reports; distributing once finalised and approved by General Manager
- Assist in the preparation of high level briefs, project status reports, correspondence and presentations as required
- Diary management including prioritising and monitoring diary conflicts and coordinating meetings. Monitor General Managers email in their absence and reply to or forward where appropriate
- Assess needs and proactively prioritise tasks to ensure deadlines are met
- Maintain and coordinate records and databases as required; this will include tasks such as integrating and updating requirements and tracking delivery dates, lags and barriers; ensuring those responsible for these work areas are updated
- Assist in maintaining and coordinating the risk register and issues log, negotiating across work streams to ensure mitigation strategies are documented, logs updated and all risks and issues are addressed and closed out (resolved) by appropriate parties
- Promptly advise on project issues requiring escalation and documenting on the risk register
- Provide assistance with data entry and monitoring of budgets
- Ensure compliance with statutory requirements and established policy and procedure

- Work cooperatively within a small team to meet objectives
- Build and maintain professional and positive working relationships with key internal and external stakeholders
- Undertake any other relevant duties and projects as directed
- Maintain a high degree of confidentiality and discretion at all times

Experience /Qualifications

- | | |
|--|---|
| <ul style="list-style-type: none"> • Tertiary qualifications in Business, Commerce, Construction or relevant field • Project Management qualification - desirable • First Aid certificate | <ul style="list-style-type: none"> • Minimum 3 years' experience in a similar role • Solid experience in supporting multiple projects |
|--|---|

Competencies and Skills

- Demonstrated ability to manage multiple tasks and competing priorities
- Excellent organisational and time management skills to ensure expert planning, prioritising and organisation of work demands and deadlines
- Detailed understanding of project management methodology and tools, particularly as they relate to construction project delivery environments
- High level of computer skills including Microsoft Word, Excel, Project, PowerPoint, Outlook
- Good understanding of building, WHS and environmental regulations
- Highly developed stakeholder management skills
- Demonstrated ability to engage site teams, managers, contractors, vendors, subcontractors
- Excellent attention to detail
- Superior communication skills both written and verbal, influencing
- Understanding of financial management with commercial acumen
- Ability to manage change and respond accordingly – flexible and adaptable

Key Relationships

- | | |
|---|--|
| <p>Internal</p> <ul style="list-style-type: none"> • Senior Management • Regional Operations Managers • Site Operational Managers • Manager, Safety & Business Compliance • Other Brisbane office employees • Site Staff | <p>External</p> <ul style="list-style-type: none"> • Palisade representatives • Builders • Subcontractors • Vendors, suppliers • Local councils • Neighbouring landowners |
|---|--|