

## Cadet Placement Position

# Port Macquarie-Hastings Council Senior & Professional Cadet

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At PMHC every employee plays a part in ensuring we work together to achieve positive outcomes for our community.

The Port Macquarie-Hastings region is one of the fastest growing urban centres in Australia.

Our Local Government Area covers 34 communities spread across the coast and hinterland, in urban, suburban, and rural environments. With pristine coastal and hinterland environments, world class restaurants and a vibrant community, the Port Macquarie-Hastings region is incredibly diverse, with huge opportunities for growth and development.

Our population is concentrated in the main centres of Port Macquarie, Laurieton and Wauchope. Smaller villages and neighbourhoods are important centres for people who live outside of the main centres.

To find out more, visit [pmhc.nsw.gov.au](http://pmhc.nsw.gov.au)

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<b>Pay rate:</b>	Senior:	\$62,613
	Professional:	\$64,472

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<b>Hours per week:</b>	4 days per week / 1 day study (35 hours)
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<b>Location:</b>	Port Macquarie-Hastings Council - headquarters
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<b>Proposed start date:</b>	July 2023
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<b>Further information:</b>	Our engineering cadet will be exposed to all sectors within our Community Infrastructure division.
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On a day-to-day basis you will support and assist project managers in the delivery of all projects, including procurement, environmental planning, design management, resource estimation, financial management, quality and WHS control, and associated project development and reporting.

Key duties will include undertaking aspects of project management (under supervision), completing documentation relevant to project delivery, liaising with staff, contractors, and volunteers during delivery, preparing project cost estimates and managing project budgets (under supervision), applying a working knowledge of Workplace Health and Safety obligations, and participating in community engagement activities.

The Project Assistant will use strong time management and organisational skills to assist in the delivery projects and complete assigned tasks within specified deadlines.

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Cadets will also be provided with the opportunity to get field exposure with the survey team and potential CAD/12D Design experience depending on their areas of passion.

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**Eligibility requirements:**

- Strong administration skills (i.e. scheduling, planning, recordkeeping).
  - Proficiency in reviewing and preparing varied documentation and reports (i.e. budgets, project proposals/plans).
  - Demonstrated time management and organisational skills.
  - Ability to work unsupervised within a team environment.
  - Ability to understand new concepts and apply learnings to grow current experience.
  - Ability to articulate concepts clearly and concisely for open discussion.
  - Working knowledge of WHS legislation.
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**How to apply:**

Visit link to apply

<https://portmacquarie.applynow.net.au/jobs/PMC2022382>

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