



CITY OF ALBANY POSITION DESCRIPTION ALBANY 2026 PROJECT SUPPORT OFFICER

1. CITY OF ALBANY VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

- **Focused:** on community outcomes - This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.
- **United:** by working and learning together - This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.
- **Accountable:** for our actions - This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.
- **Proud:** of our people and our community - This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we cannot be all things to all people.

2. POSITION IDENTIFICATION

TITLE: Albany 2026 Project Support Officer	<pre>graph TD; A[Executive Director Community Services] --> B[Albany 2026 Coordinator]; B --> C[Albany 2026 Project Support Officer];</pre>
LEVEL: Level 5, City of Albany Industrial Agreement 2023	
DIRECTORATE: Community Services	
REPORTS TO: Albany 2026 Coordinator RESPONSIBLE FOR: Nil	

3. POSITION OBJECTIVE

This role provides dedicated administrative and event delivery support across the Albany 2026 and Events teams for the bicentenary. In addition to project administration, the position acts as a central contact for select Albany 2026 event holders while streamlining approvals, and coordinating documentation and promotional content, ensuring the efficient delivery of events and bicentenary outcomes.

4. KEY RESPONSIBILITIES

Albany 2026 Programming & Project Support

- Support development and delivery of select projects and events linked to the Albany 2026 program.
- Assist with the logistical delivery of events, including bump in/out.
- Assist in the preparation of documentation for sponsorship milestone and acquittal compliance.

Event Approvals & Compliance

- Follow the City's event approval process to ensure efficiency, compliance, and consistency.
- Manage permits, licences, and approvals (e.g. liquor, traffic management, reserve use) for Albany 2026 and other events.
- Liaise with internal and external stakeholders to coordinate cross-directorate input into approvals.
- Track approvals progress and report to management as required.
- Coordinate bookings and fees for City reserves, the Albany CBD precinct, and other event resources.
- Maintain documentation and communication materials for venue and resource bookings.

Marketing & Promotional Support

- Draft and proof marketing and promotional material for Albany 2026 activities.
- Maintain the Albany 2026 website (updating event listings, news, and key messaging).
- Coordinate approvals for marketing materials from event holders (logos, branding, acknowledgment of sponsors/supporters).
- Track and collate event imagery, videos, and other content for promotional use and record keeping.
- Support the development of community newsletters and stakeholder updates.

Customer Service & Administration

- Act as a central liaison point for select Albany 2026 event holders, stakeholders, and community groups.
- Coordinate meetings, including the preparation of agendas and accurate recording of minutes.
- Respond to customer queries and provide clear guidance on approvals and programming.
- Provide administrative and finance support including purchase orders, receipting, and budget keeping.
- Manage correspondence, records, and databases using the City's systems.
- Develop and maintain project documents including project plans, briefing notes, stakeholder databases, and customer service briefs.

Work Health & Safety

- Take reasonable care for own / individual health and safety and for the health and safety of others, including the implementation of risk control measures that are within own / individual control to prevent injuries or illnesses.
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WH&S Regulations.
- Abide by the City of Albany policies and procedures.
- Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is important to report all injuries, no matter how insignificant they may seem.

5. REQUIREMENTS OF THE JOB

Skills

- Strong organisational and administrative skills, with the ability to coordinate multiple projects and priorities under time pressure.
- Excellent written and verbal communication skills, including the preparation of professional correspondence and promotional content.
- Strong stakeholder engagement and customer service focus.
- Proficiency in Microsoft Office and corporate record systems.
- Ability to work independently and as part of a team.
- Flexibility to work outside standard business hours.

Knowledge

- Understanding of event approvals, compliance, risk management, and relevant legislative requirements.
- Community and/or commercial event management in a local government context.
- Sound understanding of marketing and communications principles, including use of social media and website content management (in a local government context).
- Financial management basics including budgeting and reporting.
- Customer service and community engagement in government environments.

Qualifications & Experience

- Demonstrated experience in event approvals, coordination, and administrative project support, preferably within a government or community setting.
- Experience with sponsorship administration and processes.
- Tertiary qualification (or progress toward) in business, events, community development, or related field, or equivalent experience.
- Experience in a local government setting (desirable).
- 'C' Class Driver's Licence.
- National Criminal History Check.
- First Aid Certificate (desirable).

6. CERTIFICATION

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME: _____ SIGNATURE: _____
(Please print)

DATE: _____

WITNESS NAME: _____ SIGNATURE: _____
(Manager or above) (Please print)

DATE: _____