



**CITY OF ALBANY
POSITION INFORMATION
MANAGER ECONOMIC DEVELOPMENT AND
COMMERCIAL SERVICES**

POSITION: Manager Economic Development and Commercial Services

LOCATION: Corporate and Commercial Services Directorate / Economic Development and Commercial Services Team
102 North Road, Albany WA 6330

DATE: October 2024

CONDITIONS OF EMPLOYMENT:

Agreement: Common Law Contract (3-5 years)

Status: Full Time

Salary Package: \$150,000 to \$160,000 (including superannuation) dependent upon qualifications and experience

Ordinary Hours: 152 hours per 4 weekly cycle, to be worked Monday to Friday between the hours of 6.00am and 6.00pm

Variable work arrangements: Variable work arrangements are available in negotiation with the Executive Director Corporate and Commercial Services

Annual Leave: 4 weeks paid annual leave each year (pro rata)

Long Service Leave: In accordance with the Regulations.

Other Leave: The Officer is entitled to:
a) Personal leave;
b) Compassionate leave; and
c) Parental leave

Superannuation: The City will contribute superannuation payments to a fund/s meeting an amount equal to the Superannuation Guarantee as per the Superannuation Guarantee (Administration) Act 1992 and the Superannuation Guarantee Charge Act 1992.

Probationary Period: 6 months

Medical: Appointment is subject to a satisfactory pre-employment medical declaration

Federal Police Clearance: Appointment is subject to a satisfactory federal police clearance

Psychometric Testing: Appointment is subject to a satisfactory a psychometric report

For further enquiries, please contact Mathew Gilfellon, Executive Director Corporate and Commercial Services on (08) 6820 3092.



**CITY OF ALBANY
KEY SELECTION CRITERIA
MANAGER ECONOMIC DEVELOPMENT AND
COMMERCIAL SERVICES**

APPLY ON LINE FOR THIS VACANCY AT www.albany.wa.gov.au

PLEASE ONLY ADDRESS THE SELECTION CRITERIA BELOW, NOT THE CRITERIA AS LISTED IN THE POSITION DESCRIPTION

Within your application, please tell us about your previous experience in a similar role addressing the selection criteria below (refer to point 2 under "Completing your Application" on the 'Advice for the Prospective Applicants' page of this information pack.)

KEY SELECTION CRITERIA

- Models appropriate behaviours and communicates a vision that generates enthusiasm and commitment; identifies potential issues and guides teams to optimise outcomes.
- Demonstrated high-level of interpersonal, written and verbal communications skills, including public presentation skills, with the proven ability to communicate with a wide range of stakeholders, both internal and external and build effective working relationships with people at all levels of the organisation.
- Excellent project management skills with the ability to research, develop, implement and evaluate programs. Manage concurrent and time-constrained projects within budget.
- Business management skills in relation to a local government authority, including experience in operational, human, financial and resource management, risk management, business planning, quality improvement and workplace health and safety management of a multi-disciplined workforce. Also, understands the fundamentals of organisational sustainability, in the context of a local government organisation.
- Demonstrated extensive experience in a similar role, with sound understanding and experience of economic development and tourism in a local and/or regional context.
- Degree qualification in economics, tourism, business or other relevant discipline.