



**CITY OF ALBANY
POSITION INFORMATION
PROJECT SUPPORT OFFICER -
ENGINEERING**

POSITION: Project Support Officer - Engineering

LOCATION: Infrastructure, Development and Environment / Engineering and Sustainability Team / 39 Mercer Road, Albany

DATE: October 2024

Should the City receive a number of suitable applicants for this role a talent pool may be created for use for future ongoing and temporary roles. This pool is valid for a period of up to 12 months.

CONDITIONS OF EMPLOYMENT:

Agreement: City of Albany Industrial Agreement 2023

Status: Permanent/Part-Time Employment

Salary: Level 3.1 to 3.4 (\$66,982.74 to \$71,156.27 pro rata per annum) dependent on skills, knowledge and experience

Ordinary Hours: 76 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 team supervisors/managers and in accordance with the organisation's customer service requirements

Annual Leave: 4 weeks paid annual leave each year (pro rata)
17.5% leave loading

Long Service Leave: Available after 7 years of service in accordance with the Regulations.

Other Leave: The Officer is entitled to:
a) Personal leave;
b) Compassionate leave; and
c) Parental leave
as set out in Local Government Officers Award and City of Albany Above Award Policy – Local Government Officers.

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: 3 months

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

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

For further enquiries, please contact People and Culture on 08 6820 3110.



**CITY OF ALBANY
HOW TO APPLY
PROJECT SUPPORT OFFICER - ENGINEERING**

APPLY ONLINE FOR THIS VACANCY AT www.albany.wa.gov.au

Within your application, please provide a **covering letter** of no more than two pages and an up-to-date **resume** telling us about your previous experience in similar roles.

To be considered for interview - your cover letter must clearly address how you meet the key points outlined below.

- Well-developed organisation, time management and problem-solving skills with the ability to prioritise competing activities under pressure and to deadlines.
- Understanding of WHS issues relevant to the position and the skills to lead a culture of safety.
- Well-developed communication skills, both written and verbal.
- Well-developed teamwork skills.
- Well-developed computer skills with a knowledge of the Microsoft Office suite (especially Word, Excel and Outlook).
- Willingness to provide reception services for the Mercer Road Administration Office.