



**CITY OF ALBANY  
POSITION INFORMATION  
SUSTAINABILITY AND WASTE SUPPORT  
OFFICER**

**POSITION:** Sustainability and Waste Project Support Officer

**LOCATION:** Infrastructure, Development and Environment / Sustainability and Waste / Hanrahan Waste Facility

**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 (0.5 FTE)

**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 Julie Passmore, Coordinator Sustainability and Waste Strategy(08) 6820 3918***



**CITY OF ALBANY  
HOW TO APPLY  
SUSTAINABILITY AND WASTE SUPPORT  
OFFICER**

**APPLY ONLINE FOR THIS VACANCY AT [www.albany.wa.gov.au](http://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.
- Experience in project administration.
- 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).