



**CITY OF ALBANY  
POSITION INFORMATION  
CAEM TRAINEE**

**POSITION:** Conservation and Ecosystem Management (CAEM) Trainee  
**LOCATION:** Infrastructure, Development and Environment / Natural Reserves  
Mercer Road  
**DATE:** December 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 and Schedule E of the Miscellaneous Award 2020

**Status:** Temporary / Full Time Employment

**Salary:** \$21,520.20 - \$38,656.80 per annum dependent on years out of school (as per schedule E Miscellaneous Award 2020)

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

**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

**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 exam

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

***For further enquiries, please contact Peter Bockman, Natural Reserves Supervisor  
(08) 6820 3953.***



**CITY OF ALBANY  
HOW TO APPLY  
CAEM TRAINEE**

**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.**

- Strong interpersonal skills with the ability to build productive relationship across all levels
- Good oral, written and numeracy knowledge and skills
- Physical fitness and ability to undertake manual labour
- Passion and commitment to conservation and land management
- Commitment to completing the required study to complete a Cert III and Cert IV in Conservation and Ecosystem Management

**Please note if you have already commenced or completed a Certificate III in Conservation and Ecosystem Management or higher, you are not eligible for this traineeship.**