



**CITY OF ALBANY  
POSITION INFORMATION  
ADMINISTRATION OFFICER - EMERGENCY  
SERVICES**

**POSITION:** Administration Officer - Emergency Services

**LOCATION:** Corporate and Commercial Services / Emergency Services Team  
39 Mercer Road, Albany WA

**DATE:** May 2025

*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 (0.6 FTE)

Salary: Level 4.1 – 4.4 (\$73,454.91 to \$ 77,202.66 per annum) dependent on skills, qualifications and experience

Ordinary Hours: 91 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 full pre-employment medical declaration

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

***For further enquiries, please contact Scott Reitsema, Manager Public Health and Safety  
on (08) 6820 3069.***



**CITY OF ALBANY  
KEY SELECTION CRITERIA  
ADMINISTRATION OFFICER - EMERGENCY  
SERVICES**

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

**NO SEPARATE SELECTION CRITERIA ARE REQUIRED FOR THIS POSITION**

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 and demonstrating your suitability for the role based on the following key points.

- Demonstrated experience in providing high-quality customer service and administrative support in a fast-paced environment, with the ability to manage competing priorities effectively.
- Proven ability to assist with financial tasks including budget preparation, grant applications and acquittals, and processing purchase orders in accordance with organisational policies.
- Knowledge of the emergency services sector, including relevant legislation and the ability to communicate effectively with internal and external stakeholders such as volunteer brigades. (Desirable)

***Please indicate if you are willing to work in a part-time capacity (three days per week), with the potential for the role to transition to full-time early in the next financial year.***