



## CITY OF ALBANY POSITION INFORMATION DUTY MANAGER

**POSITION:** Duty Manager

**LOCATION:** Albany Leisure and Aquatics Centre  
Barker Road, Albany WA 6330

**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, Full Time. Part Time (0.8 FTE) considered for the right applicant.

**Salary:** Level 4.1 to 4.4 (\$73,454.91 to \$ 77,202.66 per annum) dependent on experience.

**Ordinary Hours:** 152 hours per 4 weekly cycle, to be worked Monday to Sunday between the hours of 5:45am and 9:00pm

**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

**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 as per City of Albany Industrial Agreement 2023

**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 John Pouwelsen, Commercial Services Coordinator on (08) 6820 3440.***



## CITY OF ALBANY HOW TO APPLY DUTY MANAGER

**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.

Your cover letter **must** cover the following information to be considered for interview:

- Excellent customer service and interpersonal skills.
- Proven ability to supervise a small team.
- Sound knowledge of pool operations and work health and safety (WHS).
- Strong time management and organisational skills.
- Current Pool Operators Certificate and First Aid certification.
- Previous experience as a Duty Manager (desirable).