



CITY OF ALBANY POSITION INFORMATION PEOPLE AND CULTURE OFFICER

POSITION: People and Culture Officer

LOCATION: Office of the CEO
102 North Road, Albany WA

DATE: May 2025

CONDITIONS OF EMPLOYMENT:

Agreement: City of Albany Industrial Agreement 2023

Status: Permanent, Full Time

Salary: Level 4.1 to 5.4 (\$73,454.91 - \$84,782.27 per annum) dependent on skills, knowledge and experience
\$76,393.10 - \$88,173.56 from 1 July 2025.

Ordinary Hours: 152 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

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 Megan Nicholson, People and Culture Facilitator on (08) 6820 3121.



CITY OF ALBANY HOW TO APPLY PEOPLE AND CULTURE OFFICER

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 and communication skills, with the ability to build positive relationships across all levels of an organisation.
- Demonstrated proficiency in administrative tasks and digital tools, including Microsoft Office and a willingness to learn and support HR systems. Experience using design tools like Canva is desirable.
- Strong time management, organisation, and prioritisation skills, with the ability to manage competing deadlines, show initiative, and take ownership of tasks while maintaining a high standard of work under minimal supervision.
- Proven ability to work in a confidential, respectful, and professional manner, demonstrating discretion when handling sensitive information, and the ability to engage with staff and external customers in a courteous, empathetic, and inclusive way.
- Relevant experience in a human resources, recruitment, or corporate support role, with a focus on service delivery, internal communication, or employee engagement initiatives.