



**CITY OF ALBANY
POSITION INFORMATION
BUSINESS PROCESS &
SYSTEMS ANALYST
(ERP)**

POSITION: Business Process and Systems Analyst (ERP)
LOCATION: Corporate and Commercial Services/ IT Team
North Road, Albany
DATE: September 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: Temporary, Full-Time (1.0 FTE, part time considered), 18 months with the possibility of extension.

Salary: Level 5.1 to 5.4 (\$84,010.85 to \$88,173.65 per annum) dependent on skills, knowledge and experience.

Ordinary Hours: 152 hours per 4 weekly cycle to be worked Monday to Friday between the hours of 7.00am 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

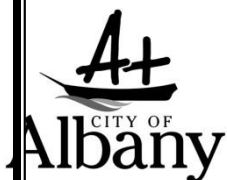
Superannuation: The City will contribute superannuation payments to a fund/s meeting an amount equal to the Superannuation Guarantee as per the Superannuation Guarantee (Administration) Act 1992 and the Superannuation Guarantee Charge Act 1992.

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 MEL POETT – Project Officer ERP Implementation
Melanie.Poett@albany.wa.gov.au or (08) 6820 3175.***



CITY OF ALBANY HOW TO APPLY BUSINESS PROCESS & SYSTEMS ANALYST (ERP)

APPLY ONLINE FOR THIS VACANCY AT 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.

Your cover letter must also cover the following information:

- Demonstrated experience supporting ERP or IT-related projects across the full project lifecycle.
- Strong analytical and problem-solving skills with experience in business process analysis and system optimization.
- Ability to prioritize and manage multiple tasks while maintaining high attention to detail.
- Well-developed communication and stakeholder engagement skills.
- Possession of relevant tertiary qualification (IT, Business, Information Systems, or a related field) or 3 years' equivalent workplace experience.