



## CITY OF ALBANY POSITION INFORMATION TRAINING & CHANGE SUPPORT OFFICER (ERP)

**POSITION:** Training & Change Support Officer (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](mailto:Melanie.Poett@albany.wa.gov.au) or (08) 6820 3175.***



**CITY OF ALBANY  
CONDITIONS & HOW TO APPLY  
TRAINING & CHANGE  
SUPPORT OFFICER (ERP)**

**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.**

Your cover letter must also cover the following information:

- Demonstrated proficiency in designing and producing high-quality training materials.
- Proven experience in delivering engaging training programs and coaching staff.
- Experience in managing detailed training plans, including the ability to coordinate with multiple stakeholders, manage timelines, and meet project objectives.
- Demonstrated understanding of digital tools and eLearning platforms.
- Relevant training qualifications, TAE40116 Certificate IV Training & Assessment or equivalent relevant experience.