



CITY OF ALBANY POSITION INFORMATION ADMINISTRATION OFFICER - ALAC

POSITION: Administration Officer - ALAC

LOCATION: Community Services/ Albany Leisure and Aquatics Team / Albany Leisure and Aquatics Centre

DATE: November 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 candidate.

Salary: Level 4.1 to 4.4 (\$66,982.72 to \$71,156.27 pro rata) dependent on skills, knowledge and experience

Ordinary Hours: 152 hours per 4 weekly cycle to be worked Monday to Friday between the hours of 5.30am 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

Medical: Appointment is subject to a pre-employment medical exam

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

***For further enquiries, please contact Tiffany Dew, Customer Service Supervisor on
(08) 6820 3456.***



**CITY OF ALBANY
HOW TO APPLY
ADMINISTRATION OFFICER - ALAC**

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:

- Previous administration experience with demonstrated computer skills including knowledge of the Microsoft Office suite (especially Word, Excel and Outlook).
- Public relations skills, with a strong customer service focus and commitment.
- Demonstrated time management and organisation skills.
- Experience supporting projects, events, grant programs, or community initiatives.
- Ability to follow policies, procedures and organisational processes, and contribute to continuous improvement.
- Ability to work effectively within a team environment, supporting both Recreation Services and Customer Service functions.