



**CITY OF ALBANY
POSITION INFORMATION
EVENTS APPROVALS AND PROJECT OFFICER**

POSITION: Events Approvals and Project Officer
LOCATION: Community Services / Events / 102 North Road, Yakamia
DATE: January 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 employment

Salary: Level 5.1 to 5.4 (\$80,779.69 to \$84,782.27 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 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 exam

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

For further enquiries, please contact Elise van Gorp, Manager Community Relations on (08) 6820 3020.



**CITY OF ALBANY
HOW TO APPLY
EVENTS APPROVALS AND PROJECT OFFICER**

APPLY ONLINE FOR THIS VACANCY AT www.albany.wa.gov.au

PLEASE ONLY ADDRESS THE SELECTION CRITERIA BELOW, NOT THE CRITERIA AS LISTED IN THE POSITION DESCRIPTION

Within your application, please tell us about your previous experience in a similar role addressing the selection criteria below (refer to point 2 under "Completing your Application" on the 'Advice for the Prospective Applicants' page of this information pack.)

KEY SELECTION CRITERIA

- Developed understanding of community and commercial events.
- Demonstrated experience in the planning and delivery of discrete administration or event projects.
- Demonstrated time management, organisation and administration skills.
- Strong customer service focus and commitment.
- Availability for out of hours work.