



CITY OF ALBANY POSITION INFORMATION BUSINESS SYSTEMS ADMINISTRATOR (ERP)

POSITION: Business Systems Administrator (ERP)

LOCATION: Corporate and Commercial Services/ IT Team
North Road, Albany

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: Temporary, Full-Time (1.0 FTE), 2 years with the possibility of extension.

Salary: Level 6.1 to 6.4 (\$90,963.91 to \$96,765.61 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

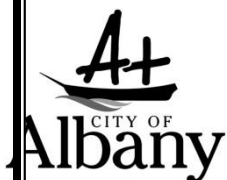
Superannuation: The City will contribute superannuation payments to a fund/s meeting an amount equal to the Superannuation Guarantee as per the Superannuation Guarantee (Administration) Act 1992 and the Superannuation Guarantee Charge Act 1992.

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
SELECTION CRITERIA
BUSINESS SYSTEMS ADMINISTRATOR (ERP)**

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).

- Demonstrated experience in system administration or application support, preferably within cloud-based or ERP environments.
- Strong technical troubleshooting and problem-solving skills, with the ability to manage system configuration, workflows, and process automation tools (e.g., Microsoft PowerAutomate).
- Proven ability to manage user access, roles, and permissions, ensuring system security and compliance (experience with Microsoft Active Directory desirable).
- Well-developed communication, documentation, and stakeholder engagement skills.
- Experience coordinating and testing system updates, patches, and releases.
- Tertiary qualifications in Information Technology, Business Systems, or related discipline, with a minimum of three years of relevant industry experience.