



**CITY OF ALBANY  
POSITION INFORMATION  
BICENTENARY PROJECT OFFICER**

**POSITION:** Bicentenary Project Officer  
**LOCATION:** Community Services  
North Road Administration Building, Albany WA  
**DATE:** July 2024

*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 Employment (30 months with the possibility of extension)

**Salary:** Level 6.1 to 7.4 (\$87,465.25 to \$100,623.03 per annum) based on skills, qualifications 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. There will be an expectation to work outside regular hours and weekends throughout 2026.

**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 Nathan Watson, Executive Director Community Services on (08) 6820 3007.***



**CITY OF ALBANY  
KEY SELECTION CRITERIA  
BICENTENARY PROJECT OFFICER**

**APPLY ONLINE FOR THIS VACANCY AT [www.albany.wa.gov.au](http://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**

- Demonstrated project management experience, including the ability to coordinate multiple projects and meet deadlines.
- Proven ability to effectively communicate with a wide range of stakeholders.
- Previous experience in planning and delivering community consultation and engagement.
- Demonstrated understanding of digital marketing tools, approaches, and systems.
- An understanding of typical community services functions including community events with a demonstrated understanding of large-scale event delivery.
- A tertiary qualification or equivalent demonstrated experience in business administration, marketing, or a community development related field.