



**CITY OF ALBANY  
POSITION INFORMATION  
EMERGENCY MANAGEMENT OFFICER -  
MITIGATION**

**POSITION:** Emergency Management Officer – Mitigation.

**LOCATION:** Corporate and Commercial Services / Emergency Services Team  
39 Mercer Road, Albany WA

**DATE:** September 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:** Permanent, Full Time Employment

**Salary:** Level 7.1 to 7.4 (\$95,641.64 to \$100,623.03 per annum) dependent on skills, qualifications and experience

**Ordinary Hours:** 152 hours per 4 weekly cycle, to be worked Monday to Sunday between the hours of 6.00am and 6.00pm

**RDO:** 9 days per 2-week period *Note: Ordinary hours will generally be worked as 8.5 hours for 8 days, 8 hours for one day and 1 Rostered Day Off in any 2-week period.*

**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 full pre-employment medical

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

***For further enquiries, please contact Scott Reitsema, Manager Public Health and Safety  
on (08) 6820 3069.***



**CITY OF ALBANY  
KEY SELECTION CRITERIA  
EMERGENCY MANAGEMENT OFFICER -  
MITIGATION**

**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**

- Excellent communication and interpersonal skills, with demonstrated ability to liaise, consult and negotiate effectively with a wide range of stakeholders including members of the public, State Government Agencies, co-workers, management and Emergency Services crews.
- The ability to produce high quality strategic reports and the competency to produce maps using Geographical Information Systems (GIS).
- Knowledge of Local Government procedures and Council Local Laws relating to reserve management and the Bush Fire Act 1954 and the Environmental Protection (Clearing of Native Vegetation) Regulations 2004.
- Demonstrated experience and knowledge of emergency management and bushfire risk management.
- Understanding and on-ground experience in fire mitigation practices.
- Qualifications and experience in Incident Management.
- Experience in rural fire management including planned burning and firefighting, with an understanding in the principles of bushfire behaviour and suppression activities (highly desirable).
- Qualifications in Training and Assessment and Tertiary qualifications relevant to Environmental/Reserves Management (desirable).