



CITY OF ALBANY POSITION INFORMATION WASTE PROJECT OFFICER

POSITION: Waste Project Officer

LOCATION: Infrastructure, Development and Environment - Sustainability
Hanrahan Road Waste Facility

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: Temporary, Full Time Employment (24 months with the possibility of extension)

Salary: Level 7.1 – 7.4 (\$95,641.64 to \$100,623.03 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 full pre-employment medical declaration

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

For further enquiries, please contact Julie Passmore, Coordinator Sustainability and Waste Strategy on (08) 6820 3918.



**CITY OF ALBANY
KEY SELECTION CRITERIA
WASTE 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

- Strong organisational and project management skills, with ability to investigate, develop, implement, evaluate and report concurrent projects in line with Council objectives.
- Degree qualifications in Contract or Project Management or a related field, or equivalent workplace experience with specialised skills.
- Demonstrated experience managing projects to ensure efficient and timely delivery.
- Proven success engaging and collaborating with diverse stakeholders to achieve positive results.
- Ability to incorporate sustainability objectives while achieving project goals (desirable).