



**CITY OF ALBANY
POSITION INFORMATION
CIVIL PROJECT MANAGEMENT OFFICER**

POSITION: Civil Project Management Officer
LOCATION: Infrastructure, Development & Environment – Engineering/Mercer Road
DATE: November 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 8.1 to 8.4 (\$103,689.18 - 108,799.42 per annum) dependent on skills, knowledge 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 Anthony Henderson, Team Leader – Civil Infrastructure on (08) 6820 3982.



**CITY OF ALBANY
KEY SELECTION CRITERIA
CIVIL PROJECT MANAGEMENT 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

Skills

- Demonstrated project management skills with the ability to effectively develop, coordinate and manage project constraints (scope, time, costs, budget, quality and risks) to achieve quality outcomes.
- Demonstrated communication and interpersonal skills with the ability to effectively communicate (verbally and in writing) with different audiences including consultation with stakeholders and management of consultants and contractors.
- High level of computer competency including the Microsoft Office Suite and software relevant to managing projects.
- Demonstrated ability to develop and manage accurate cost estimates and financial budgets whilst ensuring quality and other project performance measures are monitored and reported in a timely manner.
- Project management, a related discipline or equivalent experience or tertiary qualification in engineering (desired but not essential).
- Demonstrated experience in managing projects to deliver efficient project delivery.
- Demonstrated experience in superintendence of civil construction contracts.