



**CITY OF ALBANY
POSITION INFORMATION
MAJOR PROJECTS OFFICER – LANDSCAPE
AND ENVIRONMENT**

POSITION: Major Projects Officer – Landscape and Environment
LOCATION: Infrastructure, Development and Environment / Major Projects
102 North Road Albany
DATE: August 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 (12 months with possibility of extension)
Salary: Level 9.1 to 9.4 (\$113,185.72 – 119,530.50 per annum)
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 pre-employment medical declaration.
Federal Police Clearance: Appointment is subject to a satisfactory federal police clearance

***For further enquiries, please contact Anthony McEwan Manager Major Projects
on (08) 6820 3012.***



**CITY OF ALBANY
KEY SELECTION CRITERIA
MAJOR PROJECTS OFFICER – LANDSCAPE AND
ENVIRONMENT**

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

- Proven advanced project management skills, with the ability to effectively develop, coordinate, and manage project constraints (scope, time, costs, quality, and risks) to achieve high-quality outcomes.
- Highly developed communication and interpersonal skills, with the ability to effectively engage with diverse audiences, including community and financial stakeholders, and prepare quality reports, briefings, and presentations.
- Strong conceptual and analytical abilities, including the capability to assess detailed technical aspects of work and ensure required quality levels are met throughout project completion, while also analysing and incorporating lessons learned for future projects.
- Tertiary qualification in project management, architecture, landscape design, or a related discipline, or equivalent experience, along with relevant professional association registration.
- Proven experience in planning and delivering projects with a strong focus on landscape and environmental contexts, including coastal adaptation, rehabilitation and protection initiatives, as well as trail network development and rehabilitation projects.