



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

POSITION: Emergency Management Officer
LOCATION: Corporate and Commercial Services / Emergency Services Team
39 Mercer Road, Albany WA
DATE: March 2025

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 6.1 – 6.4 (\$87,465.25 to \$93,043.71 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**

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

- 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, Management and coworkers.
- Substantial demonstrated experience in emergency management, including prevention, preparedness, response, and recovery.
- The ability to review and coordinate contract management principles and administration.
- The ability to form and implement appropriate information systems for City's Emergency Management Team both operationally and strategically.
- Knowledge and experience of the fire and emergency services industry in the context of Local Government and State Government responsibilities (desirable).