



CITY OF ALBANY POSITION INFORMATION MAJOR PROJECTS OFFICER

POSITION: Major Projects Officer

LOCATION: Infrastructure, Development and Environment / Major Projects
102 North Road Albany

DATE: April 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 7.1 to 8.4 (\$95,641.64 – \$108,799.42 per annum) dependent on skills, experience and qualifications

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**

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 plan, coordinate, and manage all phases of complex infrastructure and open space projects—including scope, time, cost, quality, and risk—to deliver successful outcomes aligned with strategic objectives.
- Highly developed communication and interpersonal skills, with demonstrated ability to engage and collaborate with a diverse range of stakeholders including government agencies, consultants, contractors, and community members, and to produce clear and concise reports, briefings, and presentation materials.
- Strong analytical and technical capabilities, including the ability to assess, interpret, and coordinate complex design documentation, conduct feasibility assessments, and incorporate lessons learned into future project delivery.
- Demonstrated ability to manage procurement, financial planning, and contract administration processes in compliance with local government legislation and standards, with a track record of successfully securing and acquitting funding and managing budgets across multiple projects.
- Tertiary qualification in project management or a related discipline, or equivalent extensive experience, along with a demonstrated record of delivering projects involving coastal, environmental, or land-based infrastructure within a local government or similar setting.