



**CITY OF ALBANY  
POSITION INFORMATION  
BUSINESS PLANNING & PERFORMANCE OFFICER**

**POSITION:** Business Planning & Performance Officer

**LOCATION:** 102 North Road, Yakamia WA 6330

**DATE:** July 2025

**CONDITIONS OF EMPLOYMENT:**

**Agreement:** City of Albany Industrial Agreement 2023

**Status:** Permanent, Full Time (Part Time Considered)

**Salary:** Level 8.1 to 8.4 (\$107,836.87 to \$113,151.58 per annum, pro rata) dependent on skills, qualifications and experience

**Ordinary Hours:** Up to 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 Steve Van Nierop, Manager Finance on (08) 6820 3105.***



**CITY OF ALBANY  
KEY SELECTION CRITERIA  
BUSINESS PLANNING & PERFORMANCE OFFICER**

**APPLY ONLINE FOR THIS VACANCY AT [www.albany.wa.gov.au](http://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 abilities and previous experience in each of the selection criteria below (refer to point 1 under “Completing your Application” on the ‘*Advice for the Prospective Applicants*’ page of this information pack).

**KEY SELECTION CRITERIA**

- Proven ability to prepare high-quality written reports and presentations, and to engage and collaborate with stakeholders across all levels of an organisation.
- Demonstrated experience in coordinating strategic or business planning processes, including performance reporting and the ability to analyse and translate data into meaningful insights using tools such as Microsoft Office and Power BI to support decision-making.
- Sound understanding of governance, risk, and project management principles, with the ability to interpret and apply relevant legislation, policies, and regulatory requirements in a corporate or public sector context, while managing competing deadlines and priorities.