



## CITY OF ALBANY POSITION INFORMATION INFORMATION MANAGEMENT OFFICER

**POSITION:** Information Management Officer

**LOCATION:** Corporate and Commercial Services  
North Road Administration Building, Albany, WA

**DATE:** October 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, Part Time (0.83 FTE) 63 hours a fortnight

**Salary:** Level 4.1 to 4.4 (\$76,393.14 to \$80,290.95 per annum, pro rata) dependent on skills, knowledge and experience.

**Ordinary Hours:** 126 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 as per City of Albany Industrial Agreement 2023.

**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 Marlee Robson, Information Management Coordinator at [marlee.robson@albany.wa.gov.au](mailto:marlee.robson@albany.wa.gov.au) or on (08) 6820 3029.***



## CITY OF ALBANY HOW TO APPLY INFORMATION MANAGEMENT OFFICER

APPLY ONLINE FOR THIS VACANCY AT [www.albany.wa.gov.au](http://www.albany.wa.gov.au)

**NO SEPARATE SELECTION CRITERIA ARE REQUIRED FOR THIS POSITION**

Within your application, please provide a **covering letter** of no more than two pages and an **up-to-date resume** telling us about your previous experience in similar roles and demonstrating your suitability for the role based on the following key points.

- Ability to analyse information management practices to identify gaps, inefficiencies, and areas for improvement.
- Organisational and time management skills with the ability to prioritise tasks across various stages of the information lifecycle.
- Demonstrated strong interpersonal skills with excellent written and verbal communication abilities, particularly in delivering effective staff training.
- Developed knowledge of records management concepts and processes.
- Demonstrated experience with training and coaching staff.