



CITY OF ALBANY POSITION DESCRIPTION BICENTENARY PROJECT OFFICER

1. CITY OF ALBANY VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

- **Focused:** on community outcomes - This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.
- **United:** by working and learning together - This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.
- **Accountable:** for our actions - This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.
- **Proud:** of our people and our community - This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we cannot be all things to all people.

2. POSITION IDENTIFICATION

TITLE: Bicentenary Project Officer	<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <p style="text-align: center;">Executive Director Community Services</p> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <p style="text-align: center;">Bicentenary Coordinator</p> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <p style="text-align: center;">Bicentenary Project Officer</p> </div> </div> </div>
LEVEL: Level 6/7, City of Albany Industrial Agreement 2023	
DIRECTORATE: Community Services	
REPORTS TO: Bicentenary Coordinator RESPONSIBLE FOR: Nil	

3. POSITION OBJECTIVE

This position is responsible for the planning and delivery of strategic projects and administrative functions that contribute to delivery of Albany 2026.

4. KEY RESPONSIBILITIES

General

Level 6

- Support the Bicentenary Coordinator to deliver the 2026 project including:
 - Project management;
 - Grant and funding management;

- Strategy development; and
- Event delivery.
- Assist the Bicentenary Coordinator to plan, organise and promote functions to confirm community programming for 2026.
- Assist the Bicentenary Coordinator to develop robust document sets for planning and reporting purposes including but not limited to:
 - Communication and engagement plans;
 - Project plans;
 - Reports and briefing notes;
 - Customer service briefs; and
 - Stakeholder databases.
- Assist with research, analyse special projects and provide project support as designated.
- Assist the Bicentenary Coordinator to seek and prepare sponsorship and funding applications that:
 - Meet or exceed budget targets;
 - Attracts Government and Corporate support for Albany 2026; and
 - Ensures sponsorship and funding is used and acquitted as per funding requirements.
- Assist with special projects that enhance the community's cultural experience and 2026 events program.
- Attend any meetings of Council and such other Council or public meetings as may be required by the City.
- Provide guidance to event staff and event volunteers.

Level 7 (in addition to the above)

- Coordinate functions to confirm community programming for 2026.
- Facilitate special projects that enhance the community's cultural experience and 2026 events program.
- Research, analyse special projects and provide project support as designated.
- Facilitate multi-disciplinary external and internal working groups and provide assistance across internal business units on project development.
- Commission and manage relevant contracts, including but not limited to suitably qualified consultants.
- Coordinate and assist relevant staff with production of communications material including publications, social media, multi-media and audiovisual materials to ensure effective and efficient project communication and promotions as required.
- Undertake research, analysis, implementation and administrative activities to support the development and delivery of projects.
- Undertake analysis of information and intelligence and provide advice which shapes and influences positive outcomes.
- Develop robust document sets for planning and reporting purposes including but not limited to:
 - Communication and engagement plans;
 - Project plans;
 - Reports and briefing notes;
 - Customer service briefs; and
 - Stakeholder databases.
- Seek and prepare sponsorship and funding applications that:
 - Meet or exceed budget targets;
 - Attracts Government and Corporate support for Albany 2026; and
 - Ensures sponsorship and funding is used and acquitted as per funding requirements.
- Assist with special projects that enhance the community's cultural experience and 2026 events program.
- Prepare and deliver briefings to Council, Executive Management Team and other key stakeholders as required.
- Supervise and provide guidance to event staff and event volunteers.

Customer Service / Administration

Level 6

- Ensure appropriate record keeping, utilising the City's electronic records management system.
- Manage, analyse and respond to enquiries from a diverse range of stakeholders.
- Undertake governance administrative support inclusive of agendas, minutes and correspondence.

Level 7 (in addition to the above)

- Undertake project budget and reporting including the collection, maintenance and publication of data regarding research and project activities.
- Identify and initiate customer service opportunities.

Work Health and Safety

Level 6

- Take reasonable care for own / individual health and safety and for the health and safety of others, including the implementation of risk control measures that are within own / individual control to prevent injuries or illnesses.
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WHS Regulations.
- Abide by the City of Albany policies and procedures.
- Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is important to report all injuries, no matter how insignificant they seem.

Level 7 (in addition to the above)

- On occasion, provide appropriate instruction, information, training or supervision to others to enable work to be carried out safely.

5. REQUIREMENTS OF THE JOB

Skills

Level 6

- Understanding of the fundamentals of project management
- Ability to effectively communicate with a wide range of stakeholders, both internal and external
- Demonstrated understanding of digital marketing tools, approaches, and systems.
- Excellent time management, organisation, and administration skills
- Excellent computer skills with a developed knowledge of the Microsoft Office suite (especially Word, Excel and Outlook).
- Strong customer service focus and commitment.
- Well-developed problem-solving skills.
- Ability to work under pressure and with flexibility, with multiple tasks and deadlines.

Level 7 (in addition to the above)

- Excellent project management skills with the ability to research, develop, implement and evaluate programs as well as manage concurrent and time constrained projects within budget.
- Demonstrated high level of interpersonal, written and verbal communications skills, with the proven ability to communicate with a wide range of stakeholders, both internal and external and build effective working relationships with people at all levels.
- Well-developed conceptual, analytical and problem-solving skills, including the ability to apply analysis and prepare strategies and devised outcomes as required.
- Well-developed understanding of the full grant administration process.
- Demonstrated ability to prepare high quality research, reports and funding submissions.

Knowledge

Level 6

- Basic knowledge of principles of project management.
- Demonstrated understanding of large-scale event delivery.
- An understanding of typical community services functions including community events.
- Knowledge of Local Government administration requirements (desirable)

Level 7 (in addition to the above)

- Demonstrated knowledge of stakeholder relations and management.
- Well-developed knowledge of engagement strategies and processes.
- Well-developed understanding of large-scale event delivery.
- Comprehensive knowledge of principles of project management.
- Well-developed understanding of cultural importance and inclusion.
- Knowledge of funding and sponsorship opportunities and processes (desirable)

Qualifications and Experience

Level 6

- A tertiary qualification or equivalent demonstrated experience in business administration, marketing, or a community development related field.
- Previous experience in planning and delivering community consultation and engagement.
- Demonstrated project management experience, including the ability to coordinate multiple projects and meet deadlines.
- Experience in a similar role within government or a government agency (desirable)
- Experience in grant writing and funding applications (desirable)
- Familiarity with digital marketing tools and social media platforms (desirable)
- Flexibility to work outside of standard business hours as required.
- 'C' Class Driver's Licence.
- National Criminal History Check.
- First Aid Certificate.

Level 7 (in addition to the above)

- A degree qualification or equivalent demonstrated experience in a relevant field, or equivalent industry expertise.
- Demonstrated experience in successfully delivering complex projects, including large-scale events.
- Demonstrated experience with obtaining, managing, and acquitting grants, including knowledge of funding processes.
- Experience supervising and providing guidance to staff and volunteers.
- Knowledge of funding and sponsorship opportunities and processes.
- Understanding of the cultural importance and inclusion in community events.

6. CERTIFICATION

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME: _____ SIGNATURE: _____

(Please print)

DATE: _____

WITNESS NAME:
(Manager or above)

(Please print)

SIGNATURE: _____

DATE: _____