

TOWN of CLAREMONT Information Pack



Position	Project Officer (Works)
Salary	\$95,260 - \$100,464 per annum (pro rata), depending on skills and experience. Plus 15% superannuation.

The Town has a wide range of community infrastructure and capital works projects and is seeking an experienced Project Officer to ensure works are completed on time, on budget, and to scope. The role is part-time (four days a week) and will report directly to the Director Infrastructure. Key responsibilities of the position include:

- Coordinate with internal and external stakeholders to ensure project deliverables are met.
- Assist in developing Request for Quotes and Tenders for projects.
- Plan, oversee and communicate project schedules for contracted works.
- Provide budget oversight by maintaining purchase orders, progress claims and invoicing.
- Clearly communicate Work, Health and Safety (WHS) requirements and ensure contractor compliance.
- Document all project activities in compliance with record-keeping requirements.

The successful candidate will have experience in coordinating infrastructure-related projects and knowledge of WHS procedures. They should possess tertiary qualifications in project management or business and demonstrate excellent communication, organisational, and time management skills. A valid driver's license and a white card are required for this position.

Applications close 8 October at 5pm. The Town is an equal opportunity employer that values a diverse workplace. We encourage people of all ages, genders, culturally diverse backgrounds and those with a disability to apply.

The Town of Claremont is a progressive local government that was established in 1898 for the picturesque riverside suburbs of Claremont and Swanbourne. It is a busy and forward focused local government with dedicated staff who are committed to making a difference at a local level. The Town was ranked Number 1 local government from the MARKYT Community Scorecard, as voted by their community in the 2023/24.

The Town offers great benefits such as a health and wellbeing program, additional superannuation contributions, flexible working arrangements, RDOs, free onsite parking and free access to an on-site gym and to the Claremont Aquatic Centre.

Please direct all enquiries to the HR team (9285 4300). Early applications are highly recommended as the Town will interview suitable candidates prior to the closing date.



Completing your application

In order to be considered you must be able to demonstrate your suitability for the position. Before preparing your application check the essential selection criteria outlined in the position description to make sure you are eligible to apply.

What your application must include

Cover letter

A covering letter is required and should demonstrate your suitability for the position.

Resume

Your Resume should include your personal details, relevant work history, education, training, qualifications and professional memberships.

The names and contact details of at least two work related referees should be presented in your Resume.

Lodging your application

Please ensure that the position title is clearly marked in the covering letter of your application. Applications must reach the Town of Claremont no later than 5.00pm on the closing date. The Town of Claremont prefers to receive applications via email at **toc@claremont.wa.gov.au**

Alternatively, applications may be mailed to:

Town of Claremont
PO Box 54, Claremont WA 6910

Please do not submit original documents.

Canvassing of Councillors will disqualify applicants.

The Town of Claremont is an Equal Employment Opportunity Employer and is committed to selecting the best applicant for each vacancy.

If you do not hear back from the Town within 2–3 weeks, please consider your application unsuccessful.



TOWN *of* CLAREMONT

Employee Benefits



Remuneration & Conditions

- Competitive salaries;
- Generous superannuation contribution scheme;
- Flexible work options including work from home (WFH);
- Employee recognition program;
- Attractive working location in the Claremont Town Centre;
- Modern, accessible workspaces;
- Accessible public transport and free car parking.



Health & Wellbeing Initiatives

- Free use of our Corporate Gym and Aquatic Centre;
- Confidential employee assistance program;
- Flu vaccinations;
- Skin cancer checks;
- Health and wellbeing seminars and initiatives.



Training & Development

- Training courses;
- Opportunities to attend work-related conferences and seminars;
- Study assistance options including reimbursement of approved course fees (conditions apply);
- Opportunities to act in higher grade roles;
- Opportunities to participate in project teams and committees.

