

KARRATHA is CALLING

Project Officer- City Projects

Base Salary from \$101,756 - \$109,353 per annum plus 13% super
Fixed Term Role - 2 Years

We are building for the future — and there's never been a better time to join the City. Driven by the Council Plan 2025–2035 and the priorities of our community, we are growing our team and creating new roles that will help us deliver meaningful, lasting impact.

We're seeking a proactive Project Officer to support the delivery of the City's Strategic Projects and Infrastructure Capital Works Program. Working with the Project Manager, you will help plan, coordinate and deliver infrastructure projects from inception to completion, ensuring positive outcomes for the community.

What you'll be doing:

- Support and deliver infrastructure and capital works projects from planning through to completion.
- Coordinate project administration, reporting, budgets, contracts and procurement activities.
- Liaise with internal teams, consultants, contractors, government agencies and community stakeholders.
- Contribute to feasibility studies, funding applications, capital planning and tender processes.
- Ensure projects are delivered in line with Council policies, budgets, timelines and safety requirements.

Role Requirements:

- Experience in infrastructure or capital works project delivery
- Strong project management, budgeting and financial monitoring skills
- Well-developed communication, stakeholder engagement and negotiation abilities
- Knowledge of procurement, contract administration and Australian Standards
- Ability to manage competing priorities and work both independently and as part of a team
- Tertiary qualification in Project Management (or equivalent practical experience)
- Current C Class License and National Police Clearance (within 6 months)

Why Join Us?

- 6 weeks annual leave and 13% superannuation
- Allowances of up to \$25,103 per annum
- Free Karratha Leisureplex or Wickham Recreation Precinct membership, and a salary sacrificing option (up to \$500 per annum) for specific programs and/ or family membership
- Up to \$3,000 per year for approved study
- Employee Assistance Program (EAP) for confidential wellbeing support.
- Opportunities for professional development and to make a meaningful impact in the community.

Come for a career and stay for a lifestyle!