

Parks & Natural Areas Project Officer

Base Salary ranges from \$94,435 - \$100,092 per annum plus 13% super

The City is seeking a motivated and organised Parks and Natural Areas Project Officer to support the delivery of minor projects, renewal works and operational improvement initiatives across our parks, open spaces and community infrastructure portfolio. Working closely with the Technical Coordinator, you will play a key role in coordinating projects that enhance the liveability, functionality and sustainability of our public spaces.

About the Role:

- Coordinate and deliver minor infrastructure projects, renewal works and operational improvement initiatives across parks, landscapes, playgrounds, sports facilities and public open spaces.
- Support project planning, procurement, contractor management and contract administration activities to ensure successful project outcomes.
- Monitor project budgets, schedules, risks and progress while maintaining accurate documentation and reporting.
- Engage with contractors, consultants and internal stakeholders to facilitate safe, efficient and high-quality project delivery.

Role Requirements

- Experience coordinating projects and contractors, preferably within parks, landscape, construction, infrastructure or asset management environments.
- Sound knowledge of project management, procurement processes, budgeting and contract administration.
- Strong communication and stakeholder engagement skills, with the ability to work collaboratively across teams and with external partners.
- A relevant qualification in Project Management, Horticulture, Landscape Architecture or a related discipline, together with a current C Class driver's Licence.

Why Join Us?

- 6 weeks annual leave and 13% superannuation
- Allowances up to \$25,103 available for employees residing in Karratha
- Free Karratha Leisureplex or Wickham Recreation Precinct membership, and a salary sacrificing option (up to \$500 per annum) for specific programs or family members
- Up to \$3,000 per year for approved study assistance
- Employee Assistance Program (EAP) for confidential wellbeing support

**Come for a career and
stay for a lifestyle!**