

Information Pack

Project Officer

Your application must be lodged online – [City of Rockingham Jobs List](#)

Applications will be accepted until by **4pm Monday 14 September 2026**, or until a suitable pool of candidates exists. This means the vacancy may close without notice, so if you are interested in the position, we highly recommend you apply as soon as possible.

Selection criteria apply to this vacancy – refer to the advertisement

You will be required to provide your response to each criterion during the online application process.

"Refer to Resume" is not accepted as a response; your application will be regarded as incomplete and will not proceed.

If you identify as a person with disability and require adjustments throughout the recruitment and selection process please contact the Recruitment Team via email at jobs@rockingham.wa.gov.au or phone 08 9528 0333. We're happy to discuss options to assist you e.g. we can provide alternate formats for application forms, or alternate methods of applying.

Employment Conditions

Location	Administration Buildings, Rockingham
Agreement	City of Rockingham Industrial Agreement 2024, or its successor
Gross Salary	\$102,707 to \$110,461 per annum, dependent on skills and experience
Tenure	Permanent, Full Time
Hours of Work	An average of 38 hours per week, worked Monday to Friday. The City offers flexible working hours, enabling employees to work a 19-day month (ie 152 hours worked over 19 days, with the 20th day rostered off). Other options may be discussed and agreed with the work area Manager.
Superannuation	12% with the option to co-contribute up to 5%
Annual Leave	Four weeks per annum
Sick Leave	76 hours per annum, accrued on a monthly basis
Long Service Leave	13 weeks of long service leave after 10 years of continuous local government service, transferable between all Local Government Authorities in Western Australia
Probationary Period	Three months; may be extended to six months
Integrity assessments that form part of our recruitment process	If your application progresses beyond interview you will be required to: • Provide referee details so we can conduct reference checks; at least one referee must be a current or immediate past supervisor or manager. We do not contact your referees until you give us consent to do so • Obtain a National Police Check – this is an online process and you will be contacted by our provider. The cost of the check is paid by the City A prior conviction is not an automatic barrier to employment with the City. The Human Resource Development team and Director will assess each case on merit and give approval for the recruitment process to continue, or not Participate in a medical assessment (including a drug and alcohol screen); the cost of this will be met by the City

Position Description



Title:	Project Officer Infrastructure Project Delivery
Tenure:	Permanent, Full-time
Division:	Asset Services
Level:	6 Industrial Agreement General Classification

RESPECT – our Values Statements

Recognition – We encourage positive feedback, recognising and celebrating each other's contribution and achievements, no matter how small

Ethics – We know the difference between right and wrong, and recognise the importance of honesty and ethical behaviour

Service – We always aim to deliver excellent service to our customers, stakeholders and fellow staff

Professional Development – We commit to learning and training activities that assist our personal and professional development, and create pathways for promotion within the organisation

Empowerment – We make considered and informed decisions supported by training, encouragement and being able to learn from our experiences

Communication – We expect to be kept informed about important issues and we commit to always listening, asking questions and sharing information

Teamwork – We work together both within and across teams, help out whenever we can, and understand that it's not just about 'our team'



Position Objectives

- Manage the planning and delivery of multiple and/or specialised projects
 - Manage projects and contracts from procurement to completion stages
 - Provide an internal specialised project consultancy service for all City departments
-

Organisational Relationships

Reporting to:	Projects Supervisor
Responsible for:	Nil
Membership of:	Infrastructure Project Delivery Team
Liaison with:	Managers, Coordinators, Supervisors, City of Rockingham teams, City of Rockingham residents, facility users/stakeholders, and other relevant state and local government agencies

Organisational Chart

Manager Infrastructure Project Delivery
Coordinator Infrastructure Project Delivery
Supervisor Infrastructure Project Delivery
Project Officers x 3
Project Officer – Infrastructure Project Delivery
Project Officer – Parks/Landscaping
Project Officer – Minor Works

Key Responsibilities

Project Management

- Coordinate specialised multiple disciplinary teams to create and develop complex construction projects
- Review specialised consultant specifications, drawings, contract documentation and communicate amendments
- Develop tender and contract documentation to ensure compliance with City policies, procedures and local government tender regulations
- Coordinate responses to prospective quote/tenders during advertising periods
- Review and assess technical quote/tender submissions and make recommendations on the award of contracts
- Manage the consultation process for projects
- Create, review, monitor and implement stakeholder communication plans and strategies
- Regularly update an annual project schedule
- Manage the delivery of various contracts of significant scope and complexity, ensuring the efficient and timely completion of each
- Identify and actively manage project assumptions, risks, issues and dependencies ensuring mitigation and management strategies are in place
- Ensure project outcomes are achieved within budget by monitoring and amending project scopes, specifications and resources
- Complete quarterly budget reviews and make amendments where necessary
- Create and update project management tools, registers, reports and other documentation as required by policies, procedures and Project Management Framework
- Undertake research, investigation and evaluation of new technology, products and services

Administration

- Create project scopes, specifications and contract documentation
- Monitor and report on project performance to the Projects Supervisor
- Assist in the review and update of formal processes and procedures relating to the Infrastructure Project Delivery Team
- Create, maintain and store project documentation in the City's records management system
- Ensure all as-constructed records are sent to relevant stakeholders and recorded in the City's records management system
- Assist in the review of City policies and recommend changes as necessary
- Complete Council Agendas, monthly Council Bulletins and project status reports

Customer Service

- Foster, advocate and implement the City's Customer Service Commitment
- Through the delivery of outstanding service, establish a reputation of customer service excellence throughout the organisation

Corporate Compliance

- Maintain safe and compliant work practices in accordance with the City's Code of Conduct, Work Health and Safety (WHS) legislation, Risk Management, Contract Management, Project Management, Procurement and Recordkeeping Frameworks and all other relevant Council policies, standards and procedures
- Identify and report on operational risk in accordance with the Risk Management Framework
- Demonstrate a commitment to WHS and the assessment/management of safety risk that is consistent with the WHS Roles and Responsibilities Framework

General

- Foster, advocate and implement the City's RESPECT Values Statements
 - Perform other duties as directed when appropriate to the scope and level of this position
-

Requirements of the Job

Skills, Knowledge and Experience

Essential

- Demonstrated experience in managing and administering construction projects and contracts
- Diverse construction or trade experience and technical knowledge
- Demonstrated experience in managing project budgets, cost control and financial reporting requirements
- Demonstrated ability to manage contractors and tradespersons
- Ability to interpret architectural and engineering plans and drawings
- Ability to produce high-quality project scopes, specifications, estimates, budgets and contract documentation
- Strong written, verbal and interpersonal skills

Desirable

- Previous experience in local government
- Working knowledge of WHS legislation, policies and practices related to industry
- Ability to understand relevant Acts, Regulations, local laws, policies and building codes

Qualifications, Certifications and Licences

Essential

- Degree, diploma or trade qualification in project management, construction, engineering or related field
- Current 'C' class driver's licence

Scope of Position

- Works under general direction of the Projects Supervisor
- Prioritises own work to ensure all tasks are performed within a satisfactory timeframe
- Exercises initiative and/or judgment within clearly established procedures and guidelines

Certification

Approved by	Manager Infrastructure Project Delivery	Date reviewed	August 2026
-------------	---	---------------	-------------

Submitting Your Application

The following information will assist you in preparing your application. All applications are reviewed by a selection panel which determines the candidates who are the strongest overall match to the requirements of the position. The selection panel will base its decision on the information you provide.

Canvassing of elected members will eliminate you from the recruitment process.

Curriculum Vitae or Resume (Required)

This summarises your work history and should start with the most recent or current position. You should include employment dates (months), details of duties, and highlight your achievements in each job.

You should also include your qualifications and training achievements. Be sure to include any study you are currently undertaking and membership of professional bodies.

It is also beneficial to outline any activities you have undertaken outside of work that are relevant to your application.

Selection Criteria (Required)

The selection criteria relevant to this role are specified in the advertisement and you must address these as part of your application.

If you do not address the selection criteria, your application will be regarded as incomplete and it will not proceed.

Covering Letter (Optional)

You may wish to summarise your application and emphasise your strengths and achievements that are relevant to the role.

Referees

Referees should be contacted for approval before listing them in your curriculum vitae. It is preferable that at least one referee be a current or recent supervisor/manager.

Provide names, work addresses and contact telephone numbers of referees.

Only referees who are able to comment on your work experience (preferably against the Requirements of the Job) should be included.

Qualifications, Certificates, References, etc.

Please do not send original documents. You may attach photocopies of relevant qualifications, certificates, references, etc. to your application.

If you are the successful candidate, we will need to sight original qualifications and/or verify conferral of the qualification.

Some positions require you to have a current Working With Children Check; this will be stated in the **Requirements of the Job** section of the position description. You must pay for the Check, and the City will not reimburse costs.

If you have any queries

Please contact a member of the Human Resource Development Team.

jobs@rockingham.wa.gov.au
