

IT Project Officer

Base Salary \$99,156 to \$105,103 per annum plus 13% super
Two Fixed Term Positions available - 24 Month Contracts

Are you an organised and proactive project professional who enjoys bringing people, technology and outcomes together?

The City of Karratha is seeking two IT Project Officers to coordinate and deliver a range of technology projects that support innovation, digital transformation and service improvement across the organisation.

This opportunity offers flexibility, with the role able to be performed remotely or on-site in Karratha. Please note remote employees are not eligible for location-based allowances and benefits.

What You'll Be Doing:

- Coordinate the delivery of ICT and technology-enabled projects from planning through to implementation and handover.
 - Develop and maintain project plans, schedules, budgets, risk registers and status reporting to support successful project outcomes.
 - Liaise with internal stakeholders, vendors and technical specialists to manage project activities, dependencies and deliverables.
- Support project governance activities including procurement, vendor coordination, testing, implementation and operational readiness. Monitor project progress, identify risks and issues, and provide timely updates and recommendations to key stakeholders.

What We're Looking For:

- Experience coordinating or delivering ICT, digital, business systems or technology-related projects in a dynamic environment.
- Strong organisational skills with the ability to manage multiple priorities, timelines and stakeholders simultaneously.
- Well-developed communication and relationship-building skills, with the confidence to work effectively with both technical and non-technical audiences.
- Experience preparing project documentation, monitoring budgets and managing risks, issues and project reporting.
- A collaborative, solutions-focused mindset with the ability to work autonomously, including within remote or geographically dispersed teams.

Why Join Us?

- 6 weeks annual leave and 13% superannuation
- Allowances of up to \$26,188 per annum
- Flexible work arrangements with the option to work remotely or from our Karratha office (remote employees are not eligible for location-based allowances and specific benefits)
- Enjoy your own Free individual membership to our recreation centres and pool facilities
- Employee Assistance Program (EAP) for confidential wellbeing support