

Information Pack

Senior Project Officer

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

Applications must be received by **4pm, Tuesday 29 September 2026**

Applications will be assessed as they are received and candidates may be invited to interview prior to the close date. If you are interested in the position, we highly recommend you apply as soon as possible.

In the interests of fairness and equity, late applications will not be accepted.

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 Building, Rockingham
Agreement	City of Rockingham Industrial Agreement 2024, or its successor
Gross Wage	\$111,967 to \$119,224 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:	Senior Project Officer
Tenure:	Permanent, Full time
Division:	Asset Services
Level:	7 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

- Lead the planning and delivery of complex, built form projects
 - Ensure delivery of high quality and cost effective projects that meet the City's objectives
 - Provide excellent advice, technical leadership, support and guidance to the Infrastructure Project Delivery team and the wider organisation
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Organisational Relationships

Reporting to:	Manager Infrastructure Project Delivery
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
Project Administration and Contracts Officer
Major Infrastructure Project Officer
Senior Project Officer
Coordinator Infrastructure Project Delivery

Key Responsibilities

Projects Management

- Lead the planning, management and delivery of built form projects within allocated time, quality and budget constraints and in line with the Project Management Framework and Council standards, policies, relevant codes and industry practice
- Oversee the delivery of various contracts of significant scope and complexity, ensuring the efficient and timely completion of each
- Review specialised consultant specifications, drawings, contract documents and communicate amendments
- Develop project scopes, specifications and contract documentation in compliance with City policies, procedures and local government tender regulations
- Oversee end-to-end procurement activities
- Review and assess technical tender submissions and make recommendations on the award of contracts
- Create, review, monitor and implement stakeholder communication plans and strategies.
- Provide an internal specialised project consultancy service for relevant City departments
- 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
- Manage the financial process for progress claims from contactors, consultants and suppliers
- Review and monitor contractors' work health and safety management systems and ensure that City standards are being met
- Develop optimising strategies to deliver complex projects within dynamic construction environments
- Effectively manage the contract superintendent, superintendent's representative and/or contract administrator as required
- Create and regularly update project schedules
- Provide Leadership and mentoring to the wider project delivery team
- Establish and maintain strong working relationships

Administration

- Monitor and report on project performance to various stakeholders, via different mediums
- Assist in the review and update of formal processes and procedures relating to the Infrastructure Project Delivery Team
- Ensure sound record keeping practices are maintained 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 frameworks, policies and recommend changes as necessary
- Complete Council Reports, monthly Council Bulletins and other stakeholder reports, announcements or news items (including social media)
- Update the City's Work Order Management system as required
- Prepare contract documentation and technical specifications; assess and evaluate tender/quotation submissions

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
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Requirements of the Job

Skills, Knowledge and Experience

Essential

- Well-developed technical knowledge of and minimum five years' experience in building construction industry
- Comprehensive experience managing and coordinating contractors for major building works, as well as an all-encompassing project portfolio demonstrating budget, quality and scheduling success
- Demonstrated ability to produce high quality, technical project scopes, specifications, contracts, estimates and budgets
- Highly developed skills and proven experience in decision making, negotiation, facilitation and problem solving
- Advanced knowledge of tender/contract documents and frameworks
- Highly developed financial management skills
- Advanced computer literacy in a range of applications e.g. Microsoft Office (including MS Project), workflow, asset management, project management and record keeping systems
- Excellent interpersonal skills particularly written and verbal communication and ability to manage a range of stakeholders
- Working knowledge of WHS legislation, policies and practices

Desirable

- Understanding of technical project management frameworks e.g. PMBOK and PRINCE2
- Demonstrated experience in the use of Australian Standard General Conditions of Contract (e.g. AS2124 and AS4000 series)
- Demonstrated understanding of relevant Acts, Regulations and Codes for the construction industry

Qualifications, Certifications and Licences

Essential

- Tertiary qualifications in project management, building construction or a related trades field
 - Professional development in contract, construction or project management
 - Current 'C' class driver's licence
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Scope of Position

- Works under the general direction of the Manager Infrastructure Project Delivery
- Prioritises own work to ensure all tasks are performed within a satisfactory timeframe
- Exercises strong initiative, judgement and decision making subject to Council's procedures and policies

Financial Authority

This position has delegation to authorise the purchase of goods and services on behalf of the City.

Certification

Approved by	Manager Infrastructure Project Delivery	Date reviewed	September 2026
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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.
If you have any queries	Please contact a member of the Human Resource Development Team. jobs@rockingham.wa.gov.au