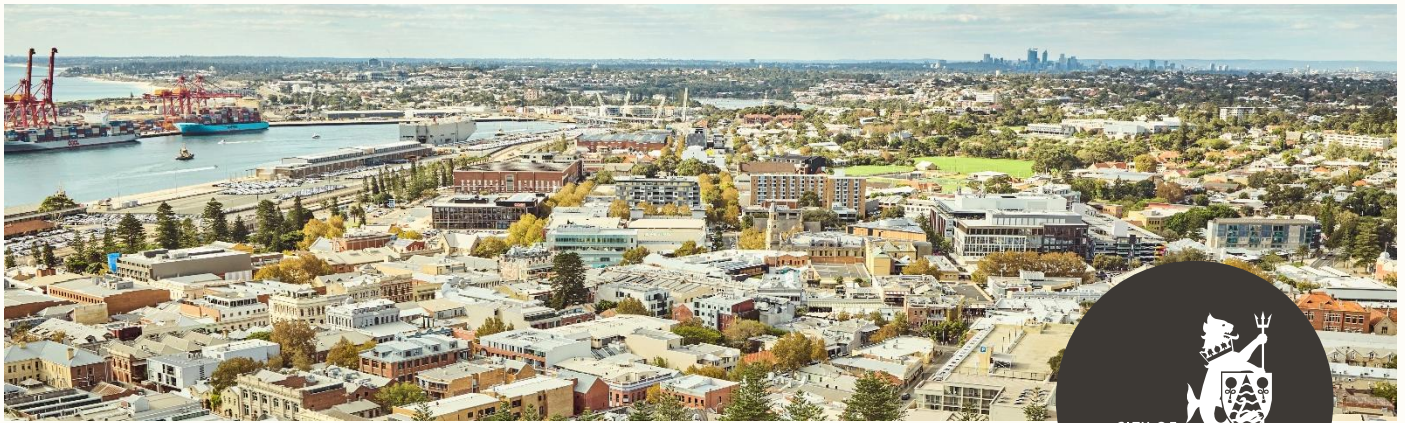




Land Administration Officer

Fixed Term (6 months) Part Time (22.5 hours per week)

Salary \$77,082 - \$86,967 per annum (pro rata) + 12% super

Benefits

- Health and Wellbeing program
 - Superannuation co-contribution options
 - 17.5% leave loading
 - Access to Fitness Passport
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Organisational Overview

Join a future-focused team that values smart strategy, clear reporting, and well-run assets, all while balancing commercial insight with genuine community outcomes. With strong systems and a culture of trust and ownership, this is where local government meets meaningful enterprise. Based in the heart of Walyalup (Fremantle), Working at the City of Fremantle, you'll benefit from flexible work options and a strong focus on outcomes.

The City of Fremantle is currently seeking to appoint a part-time Land Administration Officer in a fixed-term capacity to ensure accurate record keeping for the City's Land Administration Registers. The hours for this position are flexible and can be spread out across various days. This role would be suitable for applicants who have responsibilities that require an adaptable work environment.

Key Responsibilities

- Carry out general land administration duties including but not limited to; maintaining registers, providing assistance to business units, preparing reports, researching land title and probate enquiries, update relevant datasets as needed.
- Facilitate both whole or partial road, Rights of Way (ROW) and Pedestrian Access Way (PAW) closures as set out in the Land Administration Act 1997.
- Conduct public consultations with regard to applications/submissions and report to Council and other State government departments as required.
- Road naming – report to Council and Minister for Lands approval.
- Liaise with relevant Managers to arrange land surveying of relevant properties.
- Undertake other duties relevant to the position as required by the Manager of Commercial Services.

To be considered for this position, you will need

- Excellent written and verbal communication skills.
- High level of interpersonal skills.
- High computer literacy with Microsoft suite of products.
- Sound knowledge of local government structure and function.
- Sound knowledge and understanding of relevant legislation, State and local policies in relation to land title administration.
- Previous experience in relation to land administration and conveyancing involving Crown and Freehold land.

The City of Fremantle promotes a workplace that actively seeks to include, welcome and value unique contributions of all people. The City encourages people of all ages, genders, and abilities, Aboriginal Australians and people from culturally diverse backgrounds to apply for this job.

If you have any access needs that may require reasonable adjustments to allow you to fully participate in the application and interview process, please get in touch with the contact below. If you are an Aboriginal person or a person with a Disability who would like assistance with your application, please contact the Jobs and Skills Centre on 136464.

Application Instructions

Click Apply to be directed to our website and submit your application. Navigate to Job Attachments to view position description and Application Instructions.

Applicants should provide a current curriculum vitae and a two-page (maximum) cover letter in .pdf format. You do not need to address the selection criteria. Your CV and cover letter should demonstrate how your skills and experience make you a suitable candidate for the advertised position. The estimated closure date is **5pm on Sunday November 1** but we reserve the right to close the ad prior to this date.

To discuss this opportunity in more detail please contact **Naomi Edwards** on naomie@fremantle.wa.gov.au

Applicants must have the right to work in Australia.

The City of Fremantle acknowledges the Whadjuk people as the Traditional Owners of the Walyalup/ Fremantle area, and we recognise their cultural and heritage beliefs are still important today.