

KARRATHA -is- CALLING

Come for a career and
stay for a lifestyle!

Operations Projects Officer

Base Salary from \$101,756 - \$109,353 per annum plus super

Are you an organised and proactive project professional with a passion for delivering infrastructure projects that make a real impact in the community? We are seeking an Operations Projects Officer to manage and coordinate capital works and infrastructure renewal projects from planning through to delivery.

Working closely with internal stakeholders, consultants and contractors, you'll play a key role in ensuring projects are delivered safely, efficiently and in line with contemporary project management practices.

What You'll Be Doing

- Lead and coordinate capital works and infrastructure renewal projects from inception through to completion.
- Manage project administration, including investigations, feasibility studies, procurement processes, tendering and contract management.
- Monitor project budgets, financial reporting, progress updates and project acquittals to ensure successful delivery outcomes.
- Build strong relationships with consultants, contractors, Council teams, community groups and other key stakeholders.
- Contribute to the development of project management processes, policies and long-term infrastructure planning initiatives.

What We're Looking For

- Experience in project administration, project management or engineering environments, ideally within infrastructure, civil works or local government.
- Demonstrated knowledge of project delivery, procurement, tendering and contract administration practices.
- Strong financial management skills with experience monitoring project budgets, forecasting and reporting.
- Excellent communication and stakeholder engagement skills, with the ability to coordinate multiple priorities and build effective working relationships.
- Diploma in Project Management (or equivalent experience), with relevant tertiary qualifications desirable and a current C Class Driver's Licence required.

Why Join Us?

- 6 weeks annual leave and 13% superannuation
- Allowances of up to \$25,103 per annum
- Enjoy your own Free individual membership to our recreation centres and pool facilities, and access \$500 of Salary Sacrifice arrangements
- Up to \$3,000 per year for approved study relevant to your role
- Employee Assistance Program (EAP) for confidential wellbeing support