



Shire of
Bridgetown-Greenbushes
The heart and soul of the South West

RECRUITMENT INFORMATION PACKAGE

Project Officer

FULL TIME

Applications will be accepted until Close of Business on **Monday 30th March 2026**.

Enclosed is the following information to assist you in applying for the abovementioned position with the Shire of Bridgetown-Greenbushes.

- Copy of the advert calling for applications
- Position Description
- Information for Prospective Applications - includes information on how to submit an application.

If you have any queries regarding the position please contact Careers on (08) 9761 0807 or via email to careers@bridgetown.wa.gov.au.

VACANCY

Project Officer

FULL TIME

Do you want to play a key role in driving local projects and implementing project timelines?

This role offers an exciting opportunity to work across a range of projects that make a real difference to the local community—from planning and coordinating initiatives to supporting implementation and stakeholder engagement. Working closely with internal teams, community groups, and external partners, the Project Officer will play an important role in ensuring projects are delivered effectively, on time, and aligned with the Shire's strategic priorities.

We are looking for a proactive and organised individual with strong communication and project coordination skills who is passionate about regional development and community outcomes. If you enjoy working in a collaborative environment and want to help shape the future of Bridgetown–Greenbushes, we encourage you to apply.

Why Join Us?

The Shire of Bridgetown-Greenbushes values innovation, collaboration and community.

As part of our team, you'll benefit from:

- A monthly RDO
- 50% membership discount at the Bridgetown Leisure Centre
- 12% Superannuation plus 3% when an employee contributes 5%
- Salary Packaging available to all employees
- Negotiated salary commensurate with experience
- Working from home options available for the right candidate

At the Shire of Bridgetown-Greenbushes, we live our values:

- Welcoming – We foster inclusion and approachability
- Community Minded – We work collaboratively with and for our people
- Creative – We seek better ways through innovation
- Sustainable – We consider the future in every decision
- Cost-Effective & Accountable – We ensure value for our community

Applicants need to provide a resume and cover letter addressing the Selection Criteria in the Information Package.

For further information on this position, contact Morgan Gillham, Director Projects & Environment on 0422 864 600.

Applications close on Monday 30th March 2026.

POSITION DESCRIPTION

1. **POSITION TITLE** Project Officer

2. **DEPARTMENT** Projects & Environment

3. **AWARD COVERAGE AND CONDITIONS**
 - Contract Position with a negotiated salary in accordance with the provisions of clause 13.6 of the Local Government Officers' (WA) Award 2021 and the applicable Shire of Bridgetown-Greenbushes Enterprise Agreement.
 - Reasonable overtime is an expectation of the role. The remuneration for which has been factored into the annual rate of pay.

4. **POSITION OBJECTIVES**
 - To assist the Senior Project Manager in the successful delivery a range of capital works and other projects following practices that support a high standard of project planning, development, implementation, monitoring and reporting to ensure that projects meet completion targets and remain on budget.

5. **REQUIREMENTS OF THE POSITION**
 - 5.1 Skills
 - Highly developed interpersonal and communication skills
 - Proven experience in working with a diverse range of contractors
 - Ability to work as part of a team and maintain effective working relationships with all levels of staff and stakeholders
 - High level of computer literacy and proficiency.
 - Excellent report writing skills
 - Strong analytical and numeracy skills
 - GIS capability (desirable)
 - AutoCAD capability (desirable)

 - 5.2 Knowledge
 - Working knowledge of the Local Government Act 1995 and associated regulations (desirable).
 - Knowledge of the principles and practise of Project Management.
 - Knowledge of Project Management software applications (desirable).
 - Knowledge of risk management and work health and safety principles and practises.

 - 5.3 Experience
 - Practical experience in Project Management

5.4 Qualifications

- 'C' Class Drivers' Licence
- Desirable qualifications in any of the following:
 - Architecture
 - Landscape Architecture
 - Construction

6. **KEY DUTIES/RESPONSIBILITIES**

- Assist in the successful delivery of multiple concurrent shire projects, as determined by the Senior Project Manager.
- Budget preparation and management.
- Deliver projects ensuring best management and design practices with due regard to Shire standards, policy, legislative requirements, and good infrastructure construction practices.
- Ensure projects and tasks are completed on time and within budget.
- Provide information and advice to the Senior Project Manager on the progress of designated projects, including solutions to issues or challenges that may become evident in the delivery of projects.
- Production of quality reports and information to the Senior Project Manager.
- Production, storage, and maintenance of project documentation in a disciplined, systematic fashion.
- Management of grant funding associated with designated projects.
- Development of tender or quotation documentation for designated projects as determined.
- Preparation, evaluation and award of commissions and contracts as per the Shire's policies and regulations and oversight of performance by contractors,
- Manage commission and contract payments, claims, variations and prepare expenditure reports.
- Follow up with responsible stakeholders on any outstanding actions from project meetings.
- Liaison with community groups, agencies, committee and other stakeholders.
- Ensure a professional relationship is maintained with the public through the accurate and efficient provision of information and representation at public meetings as required.
- Provide a high level of customer service to internal and external stakeholders.
- Ensure compliance with the Shire's policies, procedures, and safe work method statements, together with all legal requirements in relation to Work, Health, and Safety.

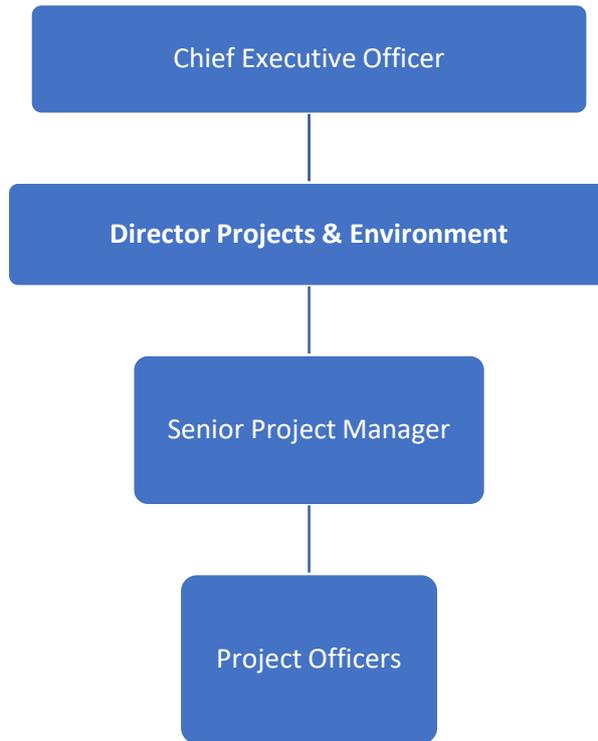
7. **WORK HEALTH & SAFETY**

- Report all accidents, incidents, and hazards
- Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant.
- Eliminate and control hazards in the workplace using the hierarchy of controls.
- Complete required training to ensure all tasks are carried out in a manner to protect the safety of yourself, your colleagues, and the general public.

8. **ORGANISATIONAL RELATIONSHIPS**

Reporting to Senior Project Manager

Supervision of Administration Officers



9 EXTENT OF AUTHORITY

Operates within the limits of statutory requirements, Council policies and delegated authority.

10 SELECTION CRITERIA

Criterion	Essential	Desirable
Relevant Tertiary Qualification in Project Management or related discipline (Architecture, Landscape Architecture)		✓
Specific knowledge of Project Management software applications		✓
Demonstrated experience in managing projects, delivered within scope, on time and on budget	✓	
Working knowledge of legislative frameworks related to project management (including WH&S, relevant regs & standards) and how these are best applied		✓
Demonstrated ability to adopt a team culture of exceptional customer services through procedures and processes that ensure timely outcomes	✓	
Current unrestricted C class driver's licence	✓	
Previous experience in a similar position within local government		✓
AutoCAD proficiency		✓
GIS proficiency		✓

INFORMATION FOR PROSPECTIVE APPLICANTS

Thank you for your interest in the position advertised by the Shire of Bridgetown-Greenbushes. To assist you in submitting your application, please take the time to read the following information.

Equal Employment Opportunity

The Shire of Bridgetown-Greenbushes is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the Position Description.

Completing your Application

Your application should include the following:

1. A **covering letter** stating why you are applying for the position.
2. A **resume or curriculum vitae** which includes your relevant personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.
3. The **names and contact details of at least two (2) referees** should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to your prior work performance. **DO NOT SUBMIT ORIGINAL COPIES OF REFERENCES.**
4. **Photocopies of your qualification(s) or academic records** of current studies should be attached to your application. **DO NOT SUBMIT ORIGINAL CERTIFICATES OF YOUR QUALIFICATIONS OR ACADEMIC RECORDS.**

Please note all applications received will become the property of the Shire of Bridgetown-Greenbushes and cannot be returned to unsuccessful applicants.

Lodging your Application

Applications will be accepted via email to careers@bridgetown.wa.gov.au or via Seek

Queries

If you have queries with regards to completing your application, please contact Careers on (08) 9761 0807 or careers@bridgetown.wa.gov.au or Morgan Gillham, Director Projects & Environment on 0422 864 600.

For information on the Shire of Bridgetown-Greenbushes, visit our website www.bridgetown.wa.gov.au