



Position Available at the Shire of West Arthur

Projects Officer – Part-Time Fixed Term (12 months)

The Shire of West Arthur has an exciting opportunity for a part-time **Projects Officer** in a fixed-term position for 12 months commencing May 2026. In this role, you'll be working alongside the Shire of West Arthur CEO to complete and develop projects for the community in the areas of housing, water, and heritage.

We are looking for:

- Knowledge of Project management.
- Proven experience in managing projects successfully.
- Initiative, adaptability, and the ability to work independently, as well as within a team.
- Strong organisational and communication skills.
- Knowledge of work health and safety practices.

What We Offer:

- Competitive package: Level 5 of the Local Government Industry Award 2020, allowance, superannuation and leave loading.
- Training and development opportunities.
- Uniform allowance and a well-being program.
- Flexible working conditions and a great workplace culture.

This position is offered at level 5 plus over award of 25% of the Local Government Industry Award 2020, depending on experience. This position is three-days a week Tuesday - Thursdays 8:00 am - 4:30 pm, with the opportunity for days to be flexible.

The Shire provides a housing allowance pro rata of \$60 per week for part-time employment positions.

If you would like to find out anything further regarding this position, the application for employment form and application package are available from Shire's website, www.westarthur.wa.gov.au. Otherwise, don't hesitate to get in touch with the Shire Office on 08 9736 2400 or email hr@westarthur.wa.gov.au

To be considered for the position, please submit the following:

1. **A cover letter of no more than two pages** outlining your experience relevant to the role and why you would like to be considered for the position.
2. **A current resume which provides:**
 - *Relevant personal details (including name, address, phone number, email address)*
 - *Summary of work experience, including the dates and details of tasks performed in each position*
 - *Education and training relevant to the position description*
 - *Any activities you have undertaken outside of work relevant to your application.*

3. The names and contact details of two referees who can comment on your work experience. One referee should preferably be your current or recent supervisor/manager.

Applications should include a completed employment form from the Shire's website or a resume with the contact details of two recent work-related referees. They will be delivered to the Chief Executive Officer, Shire of West Arthur, 31 Burrowes Street, Darkan, WA, 6392 or lodged electronically to hr@westarthur.wa.gov.au.

Applications for this position will close at 4pm, 27 March 2026.

The Shire reserves the right to close the application period early.