

### Grants Officer

**Incumbent** VACANT

**Department** Corporate and Community Services

#### Main Purpose of the Role

This role proactively identifies and explores funding opportunities, writes and assists with grant applications, and manages grant-funded opportunities within the Council as identified through the Delivery Program and Operational Plan, policies, strategies and budget initiatives.

This position will manage relationships with Council's Section 355 Management Committee's to ensure the correct management of the resources under the control of the Committee. Where grant opportunities are available to improve facilities the role will manage and support these opportunities.

The Grants Officer is responsible for supporting the overall delivery of the Council's portfolio of existing grants. This includes maintaining appropriate documentation and records, grant acquittals, liaison with key stakeholders and providing effective and timely reporting.

**Reports to** Finance – Team Leader

**Staff Supervised** Nil

**Hours of Work** Full Time – 35 hours per week (9-Day Fortnight)

<b>Salary</b>	<b>Grade</b>	14	<b>Band</b>	3	<b>Level</b>	2	<b>Step</b>	
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**Last Reviewed** April 2024

### Position Objective

The Grants Officer is responsible for supporting the overall application and delivery of the Councils portfolio of existing grants. This includes maintaining appropriate documentation and records, grant acquittals, liaison with key stakeholders and providing effective and timely reporting.

This position is responsible for monitoring grant opportunities and assisting managers and project sponsors to match grant funding sources to Council needs, as identified through the Delivery Program and Operational Plan, policies, strategies and budget initiatives.

This position will manage relationships with Council's Section 355 Management Committee's to ensure the correct management of the resources under the control of the Committee. Where grant opportunities are available to improve facilities the role will manage and support these opportunities.

### Key Responsibilities and Duties

#### Identify & manage grant opportunities

- Identify appropriate grant opportunities from State and Commonwealth Governments and other relevant funding bodies.
- Develop enhanced relationships with various government departments relevant to funding opportunities and support advocacy for priority projects.
- Assist across the organisation to identify grant opportunities for Council projects identified through the Council Operational Plan, strategies and plans.
- Assist in confirming eligibility for grant opportunities and provide advice and assistance in the development of grant applications in accordance with Council priorities and approval processes.
- Administer and manage grant writing applications, in collaboration with key stakeholders work on producing quality grant submissions and collate relevant supporting information.
- Continually update understanding of key community issues to build into grant strategy, and support community capacity with grant seeking capabilities.
- The position is required to record, manage and communicate grant opportunities (including what the opportunity is, when it is available, key criteria and other information), and work with project sponsors and managers to confirm eligibility for grant opportunities.

#### Frameworks and reporting

- Under direction from the Finance Team Leader, create and implement a grant management framework, including reporting, financial management and acquittal procedures.
- Deliver regular reporting to the senior management team on grants, with a focus on the timeliness and effectiveness of processes.
- Facilitate communication with Managers and Project Sponsors regarding project milestones to ensure compliance with grant funding conditions.
- Assist in the review and maintenance of grant policies and processes.

- Maintain a register of active grants Council has received and utilise relevant software.
- Collate information for the grant register to accurately reflect both recurrent and non-recurrent grant funding.
- Identify and implement continuous improvements to grants activities.

### **Advisory and business partnering**

- Act as an internal business partner to provide advice and support on grant funding opportunities and approaches.
- Support the managers and project sponsors by undertaking all grant reporting and acquittal requirements and confirm these are completed.
- When required conduct site visits of grant projects and develop an understanding and awareness of Council operations and operating environment.

### **Section 355 Committees**

- This position will manage relationships with Council's Section 355 Management Committee's to ensure the correct management of the resources under the control of the Committee.
- Ensure S355 Committees understand the Terms of Reference and adhere to Council policy.
- Facilitate and manage Councils' S355 Committees on grant funding opportunities, grant process management and grant reporting and acquittal. Where grant opportunities are available to improve facilities the role will manage and support these opportunities.
- Monitor the activities of S355 Committees to ensure they adhere to Councils policy and have sufficient resources to achieve their objectives.
- Ensure timely and accurate financial reporting by S355 Committees to ensure compliance with GST legislation and to meet end of year financial reporting deadlines.

## **Part 2 – Award Skill Descriptors**

### **Authority and Accountability**

- Accountable for the quality, effectiveness and timelines of the tasks and projects the position is assigned.
- Accountable for correspondence of a high standard.
- Policy and procedures are readily available but the job holder is required to choose the appropriate processes. Unusual problems may be referred for clarity of policy or direction
- Decisions made by the job holder affect the work and activities across a major function or a number of Departments
- Moderate planning is required to assure the appropriate sequence of activities and co-ordination of resources

### Judgement and Problem Solving

- Problems are solved by examination and analysis of readily obtained information and the selection of an appropriate solution from a number of options
- The job holder is required to make judgements and interpretations based on analysis of information and straightforward situations. He or she will improve and develop methods and techniques.
- The work may involve problems that are occasionally of a complex or technical nature with solutions not related to previously encountered situations and some creativity and originality is required.

### Management Skills

- The job holder is responsible for own work only
- Skills in managing time, setting priorities and planning and organising one's own work to achieve objectives in the most efficient way.
- Ability to work with minimum supervision and successfully coordinate and complete work within timelines.
- Ability to negotiate on the delivery of conflicting time critical tasks.
- Demonstrated capability to understand organisational dynamics.

### Interpersonal Skills

- Gain cooperation and assistance from clients, members of the public and other employees in the administration of well-defined activities.
- Well-developed written communication skills for the preparation of reports, communications plans, project plans and acquittals.
- Ability to provide business partnering support through the grant funding cycle.
- Flexible and customer focused in delivering goals.

## Part 3 – Skills Qualifications and Experience

### Essential Criteria for Appointment

- A relevant tertiary qualification, with some relevant experience in a similar role OR significant practical experience in a similar role, with demonstrated success in the preparation of funding applications, report writing, submissions and grant processes
- Ability to develop and maintain effective working relationships with people from a wide range of disciplines both internally and externally.
- Demonstrated project management and engagement skills and the ability to manage multiple high profile projects with competing deadlines concurrently.
- Demonstrated analytical, conceptual and problem solving skills with a high degree of initiative and flexibility
- Demonstrated sound people skills and the ability to form effective, lasting business partnerships.

- Advanced Microsoft Office skills with the ability to use organisational systems to achieve results.

## Part 4 – RWHS Responsibilities Accountabilities and Authorities

The following responsibilities, accountabilities and authorities set out hereunder form part of your job description.

### RWHS Responsibilities

- Work with due care and consideration to safeguard your own health and safety and the health and safety of others, and to report any potential hazards, mishaps, incidents or injuries that may occur or become aware of during the course of work to your Supervisor
- Comply with all safe work practices and procedures set in place by Management (following consultation with relevant employees) and to observe all instructions issued to protect your health and safety or the health and safety of others
- Only undertake tasks that you have been appropriately trained in, and are qualified and competent to undertake in accordance with SafeWork NSW and other requirements
- Work towards achieving set RWHS targets and target completion times
- Support Rehabilitation in the workplace
- Cooperate with Council in the fulfilment of obligations placed upon Council in accordance with the current Work Health and Safety Act and Regulations
- Participate in workplace RWHS inspections
- Be vigilant and report risks that may affect persons outside Council i.e. members of the public, visitors, etc. Such risks may be due to deterioration in roads, footpaths, parks, drains and other infrastructure
- Ensure any RWHS Records are created and maintained in accordance with Council's policies and procedures
- Assist Management and/or trained staff in conducting RWHS Risk Assessments and in the implementation of control measures

### RWHS Accountabilities

- Following all Council Safe Work Practices and Procedures
- Reporting all incidents, accidents and injuries prior to completion of work on the day
- Participating in Team meetings
- Complying with all externally issued safety and health instructions issued by SafeWork NSW and government Agencies
- Attending all compulsory and relevant training

### RWHS Authorities

- To fix any problems/hazards within your scope of responsibility and financial delegation
- To immediately report any problem/hazards outside of your scope of responsibility or financial delegation to your Manager, Supervisor or Team Leader for immediate action.

### Critical Physical Factors

The following Critical Physical Factors are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these Critical Physical Factors as an inherent requirement of their employment.

- Ability to lift 15kgs floor to shoulder height occasionally
- Ability to squat and kneel on one or both knees occasionally for periods of 5 minutes
- Ability to climb steps / stairs occasionally
- Capacity to stand for sustained periods
- Ability to occasionally push and manoeuvre loaded trolley containing office equipment and other materials
- Capacity to maintain fine hand and finger use during periods of sustained computer use
- Capacity to sit for sustained periods
- Ability to alternate between sitting and standing constantly.

### Delegations

- As per Delegations Register

### Special Conditions of Employment

- Health Monitoring for the purposes of meeting legislative and procedural requirements must be undertaken periodically. These requirements may include, but are not limited to:
  - Pre-Employment (including urine screening for Alcohol & Other Drugs, Spirometry and Serology) and Exit-Employment Medicals;
  - Bi - Annual Audiometric (hearing) Testing;
  - Bi - Annual Skin Checks
  - Bi – Annual Hazardous Chemical Screening
- All positions within Council are subject to random saliva testing for Alcohol & Other Drugs (AOD) as per Councils AOD Policy

### Additional Duties

Nil