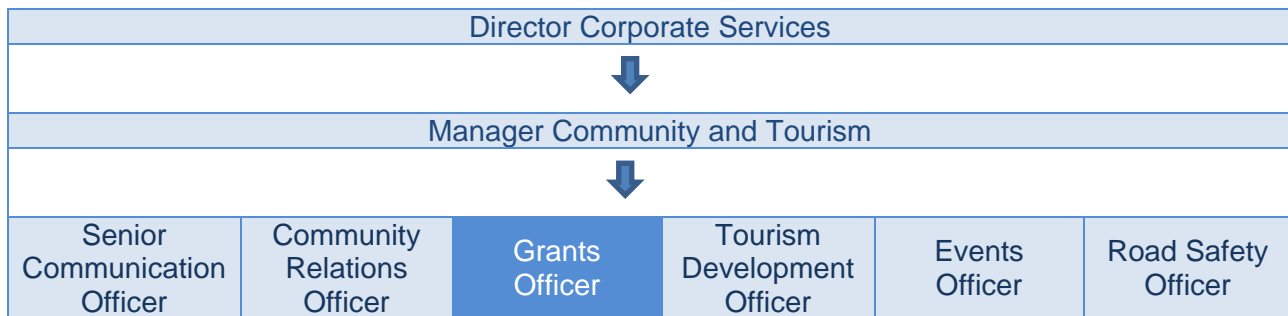


## Position Description

<b>Position Title</b>	<b>Grants Officer</b>
Position Code	TCCD008
Department	Corporate Services
Division	Community and Tourism
Reports To	Manager Community and Tourism
Direct Reports:	Nil
Position Classification	Administration/Technical/Trades Band 2, Level 2
Position Status	full time or part-time/job-share
Allowances	Nil

### REPORTING STRUCTURE OF POSITION



### PRIMARY PURPOSE OF THE POSITION

The aim of this position is to manage the grants processes within Council to ensure grant opportunities are maximised to deliver financial assistance for Council projects. The position will also deliver services to the community in terms of grants advice, by building capacity

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Manage Councils grants processes and community enhancement project list</i>	60%
<i>Facilitate reporting for grants and undertake liaison with funding bodies on behalf of council</i>	30%
<i>Capacity building activities and support for the community in grants</i>	10%

## **POSITION RESPONSIBILITIES**

- Manage Councils grants policies and procedures as well as the Grants Register and Community Enhancement Projects list

Plan and develop grant applications for Council as a priority. Identify available grants, philanthropic trusts and subsidies to fund Council projects;

- Develop tools and resources to build capacity in local organisations to access funding for community based projects and initiatives in the following ways:
  - Promote appropriate funding sources;
  - Establish and utilise promotional tools including grant updates, social media pages and printed material;
  - Provide and coordinate grant learning resources for community organisations and business groups;
- Build collaborative efforts within the region by:
  - Actively participating in appropriate regional grant forums;
  - Seeking out opportunities for regional grant applications.
  - Maintaining a network with other grants officers
- Allocate resources to ensure that grant applications for projects on the Community Enhancement Projects list are well researched and professionally presented and have the appropriate supporting documentation;
- Ensure monthly grants reporting to council is timely, professionally presented and accurate;
- Provide assistance, as required, in the preparation of high quality grant / subsidy applications for appropriate Council projects / services to ensure Council opportunities to obtain external funding is maximised;
- Provide advice to Manex and the Project Management Office of Council regarding grant opportunities, requirements and conditions.
- Provide advice to the SCO and MCT regarding communications requirements for funded projects.
- Facilitate regular meetings with relevant Project Managers to communicate and monitor grant requirements
- Facilitate the acquittal of all grants applied for as well as ensure that all aspects of grant reporting have been completed in accordance with the funding agreements.
- Liaise with funding body representatives on behalf of Council for Grants purposes.

## **Organisation – Operations**





- Ensure compliance with the WHS Act 2011 and its regulations, including:

- Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
  - Wear protective clothing or equipment in the manner intended (if required);
  - Take reasonable care for the health and safety of all persons who are at their place of work;
  - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
  - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant Supervisor, Manager, or Manager People and Strategy;
  - Cooperate with the supervisor in the measures taken to ensure Work Health and Safety;
  - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.
- 
- Participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be effected promptly;
  - Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
  - Assess and improve work practices and procedures on a continuous basis to achieve Council's goals;
  - Comply with all Council's policies and procedures and Code of Conduct;
  - Complete other duties as directed by the nominated Supervisor;
  - Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

## KEY RELATIONSHIPS

Who	Why
Internal	
Manager Community and Tourism	Supervisor – Guidance, support and mentoring as required
Community and Tourism Team	Advice, support and guidance where required
Council Staff – particularly Manex, project managers and the PMO	Advice, support and guidance where required, especially in regards to funding opportunities and reconciliation of grant funding projects
External	
Business Community, Community Members and Community Organisations	Provide assistance and support where necessary in supporting and building capacity with all grant funding opportunities
Authorities and Government Departments at the state and federal level	Seeking advice relating to grant opportunities as well as reconciliation of grants. Work as a conduit between these bodies and Council.
Other LGA's	Work to identify collaborative projects and grants opportunities

**POSITION CAPABILITIES**

<b>LGNSW Capability Framework</b>		
<b>Capability Group</b>	<b>Capability Name</b>	<b>Level Required</b>
 Personal Attributes	Manages Self	Adept
	Displays Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Works Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Plan and prioritise	Adept
	Think and solve problems	Adept
	Create and Innovate	Intermediate
	Deliver Results	Adept
 Resources	Finance	Adept
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate

## **PERSON SPECIFICATION**

### **Essential**

- Tertiary qualifications (Certificate Level) or demonstrated experience in Business Administration, Economics, Finance, Project Management, Communications or Social Science or related industry;
- Class C (Standard) Drivers Licence.

### **Experience**

- Demonstrated 2-3 years' experience in the preparation and reconciliation of grants (desirable);
- Demonstrated experience in Microsoft suite of programs. Strength in Excel would be desirable;
- Demonstrated experience in working alongside diverse stakeholder groups;
- Demonstrated, high level communication skills in both verbal and written forms;
- Demonstrated experience with project management and the ability to work to deadlines and timeframes.

### **Authority and Accountability**

- Worker level responsibilities in regards to WHS legislation;
- Financial delegation as per Council's delegation register.

## **EQUIPMENT REQUIRED FOR THE POSITION**

- Mobile Tablet or Laptop

## ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:

Date:

## HR USE ONLY

Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check	Yes / No
Does this position have a Financial Delegation	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification	Yes / No