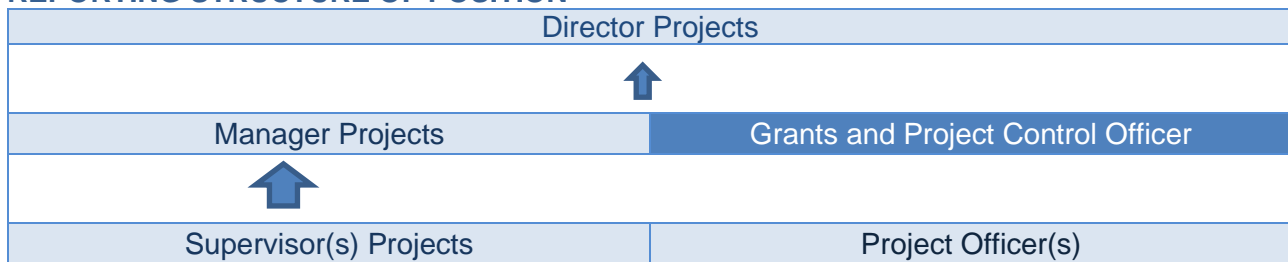


Position Description

Position Title	Grants and Project Control Officer
Position Code	PMO005
Department	Projects
Division	Projects
Reports To	Director Projects
Direct Reports:	Nil
Position Classification	Administration/Technical/Trades Band 2, Level 2
Position Status	Permanent Full Time (9-day fortnight, RDO)
Allowances	Nil

REPORTING STRUCTURE OF POSITION



PRIMARY PURPOSE OF THE POSITION

The aim of this position is to manage the grants and major projects processes within Council to ensure grant opportunities are maximised to deliver financial assistance for Council projects. This role supports the Director Projects and project management teams with the delivery of Council's major capital works via Grant and other sources of funding with core project management duties, reporting and compliance activities, as well as grants scoping, design and acquittal in an end-to-end process. The position will also deliver services to the community in terms of grants advice, by building capacity of grants function at Council in partnership with all areas of the business.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Manage Councils grants processes and community enhancement project list from end-to-end, including but not limited to scoping, quantity surveying with Project managers and external parties, utilisation of the Project Management framework and other strategic documents and frameworks, in an integrated process.</i>	60%
<i>Facilitate effective and efficient reporting for grants, remaining in day to day contact and support of project managers and contractors, and undertaking liaison with funding bodies on behalf of Council and the Director Projects.</i>	30%
<i>Capacity building activities and support for the community in grants whilst managing community enquiries and support in grants area.</i>	10%

POSITION RESPONSIBILITIES

- Remain abreast of all major strategic grants available in the market for Local Government, providing thorough research, scoping and co-ordination of all activities related to grants, tendering and other functions in securing funding on behalf of Council.
- 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; through partnerships with internal experts, project managers and Directors – ensuring accurate, well scoped and strategically aligned grant proposals are put forward on a regular basis.
- Regular and systematic reporting and acquittal of all project administration; including but not limited to detailed budget tracking and work order management as required; financial management plans, hold point releases in accordance with project deed agreements and evidence required from the project / funding.
- High level communication skills with regular updates – ensuring Director Projects, Project Managers and officers, and Council Executive remain abreast of grant and deed requirements and achievements throughout the process, negotiating changes to deeds and milestones as needed.
- Administration and management of all project plans, including risk management, project controls, systems and technology to ensure the seamless delivery of major projects across Council (often outside the project office in other Directorates).
- 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.
- Help, 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.
- 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 affected 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	
Director Projects	Supervisor – Guidance, support and mentoring as required
Managers and Directors at Council	Advice, support and guidance where required, especially in regards to funding opportunities and reconciliation of grant funding projects
Council Staff – particularly project managers, officers and contractors	Advice, support and guidance where required, especially in regards to delivery of grant funded 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

LGNSW Capability Framework		
Capability Group	Capability Name	Level Required
 Personal Attributes	Manages Self	Advanced
	Displays Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Advanced
	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	Adept
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Intermediate
	Technology and Information	Adept
	Procurement and Contracts	Adept

PERSON SPECIFICATION

Essential

- Tertiary qualifications (Certificate Level) or demonstrated experience in Business, Economics, Communications, Finance, Project Management, or related industry;
- Demonstrable reporting, systems, financial acquittal and project reporting skills;
- Exceptional attention to detail and ability to learn new content rapidly and adapt to an ever-changing grants and project environment;
- Strong focus on practical approaches to quality control, project control and delivery.
- Demonstrated skills and the ability to effectively communicate with a diverse audience and deliver high quality stakeholder engagement and management in relation to major grant submissions and projects;
- 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, 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