

POSITION TITLE: Grants Officer **POSITION NO:** 2682

EMPLOYMENT TYPE: Maximum Term Full Time (24 months)

CLASSIFICATION: Level 2 – 4 (depending on skills, experience and qualifications)

CERTIFIED AGREEMENT: Officers **AWARD:** QLGIA

DEPARTMENT: Finance and Corporate

BRANCH: Finance and Sustainability

REPORTS TO: Coordinator Finance

ORGANISATIONAL VALUES: ☐ Honesty ☐ Respect ☐ Accountability ☐ Integrity ☐ Unity

1. PRIMARY ROLE

The Grants Officer provides specialist advice and support of Council's grant processes and works in conjunction with leadership teams to identify prospects to maximise grant revenue through strategic project selection and high-quality application preparation.

2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. Assist with the development and implementation of Council's grant's strategy and grant management framework.
2. Develop, implement and evaluate a comprehensive grant strategy to support Council's objectives to maximise revenue.
3. Prepare, process and track grants to ensure compliance and adhere to reporting and acquittal requirements for successful grants.
4. Working in conjunction with the Finance team to track and monitor incoming revenue from external grants.
5. Maintain systems and processes to ensure appropriate reporting, processes are undertaken.
6. Produce reports for management on grant programs including developing and managing a grant register.
7. Develop enhanced relationships with various Government departments relevant to funding opportunities and support advocacy for priority projects.
8. Complete additional activities and reasonable directions given by management.

3. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY

- Tertiary qualifications and/or significant practical experience in project management
- Minimum requirement of a current C Class driver's licence
- Knowledge and experience in Local Government funding programs (desirable)

4. KEY SELECTION CRITERIA

1. Demonstrated experience in the preparation of funding applications, report writing, submissions and grant processes.
2. Demonstrated practical experience in liaising with various community groups and external stakeholders.

3. Sound level of computer skills including sound knowledge of the MS Office Suite and the ability to acquire knowledge of Council's corporate software systems.
4. Proven time management skills with the ability to accept responsibility, display initiative and prioritise workloads.
5. Ability to work effectively in a team environment.

WORKPLACE HEALTH AND SAFETY

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Council's procedure titled Work Health and Safety Duties and Responsibilities.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

CUSTOMER SERVICE

The employee will provide excellent customer service to internal and external customers.

FRAUD, CORRUPTION AND RISK MANAGEMENT

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure.

INTELLECTUAL PROPERTY

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

AUTHORISATION	
Acting General Manager: Kerri Anderson	Signature: 