



SOUTH BURNETT
REGIONAL COUNCIL

Employment Opportunities

GRANTS OFFICER (KINGAROY)

Permanent Full Time

\$66K - \$82K per annum + Allowances + Super

Council is seeking a Grants Officer to provide 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. This role will assist with the development and implementation of Council's grants strategy and management framework. Develop, implement and evaluate a comprehensive grant strategy to support Council's objectives to maximise revenue. The successful applicant will have demonstrated experience in the preparation of funding applications, report writing, submissions and grant processes including demonstrated practical experience in liaising with various community groups and external stakeholders

MANDATORY:

- Minimum requirement of a current C Class driver's licence
- Tertiary qualifications and/or significant practical experience in project management

DESIRABLE:

- Knowledge and experience in Local Government funding programs

BENEFITS INCLUDE:

- Work/Life balance (9 Day Fortnight Roster)
- Up to 12% employer superannuation contribution
- Access to Salary Packaging Benefits, Corporate Memberships and Health and Wellbeing programs

Your application must include:

- A cover letter including statements addressing the key selection criteria (these and tips to complete are available on our website)
- Current resume
- Copies of your tickets, licenses and qualifications that are listed on the position description.

To find out more about this position and how to apply go to **www.southburnett.qld.gov.au**.

Information can also be obtained by visiting a Customer Service Centre or by contacting People & Culture on 07 4189 9100

APPLICATIONS CLOSE 4:00PM FRIDAY, 01 NOVEMBER 2024