

Position Vacant

Grants Officer

How to Apply

1. Covering Letter

Provide a covering letter outlining your experience and reason for wanting to apply for this position.

2. Selection Criteria

Address the essential selection criteria listed in the position description.

3. Resume

Provide a resume, which includes:

- Education and Qualifications;
- Professional Development (any other courses you have completed or are currently enrolled in);
- Computer skills and software packages you are familiar with;
- Employment History (Position, School/Organisation, Dates);
- Copy of Blue Card; and
- Name and contact details of two referees.

4. Submit Application

The job will remain open until this position is filled. Your application can be emailed to employment@napranum.qld.gov.au or delivered in person to the Napranum Council reception 320 Wa-Tyne St Napranum.

Please note applications that are submitted **without** a cover letter or information addressing the selection criteria **will not be** assessed.

Position Description

Title:	Grants Officer	Classification Level	Level 3 - 5
Department	Corporate Services	Award	Queensland Local Government Industry (Stream A) Award – State 2017
Reports To:	Business Services Manager	Location	Napranum
Nature of Employment	Full-Time		

PRIMARY POSITION OBJECTIVE/S

The Grants Officer will be responsible for identifying appropriate grant opportunities for council and use their written skills to ensure that grant applications are given the best chance of success.

The Grants Officer provides the overall management process, including providing financial oversight of grants including the monitoring of milestones, budget reviews and complying with the reporting requirements of the grant funding agreements including acquittals.

NASC VALUES

Our Values are the principles and beliefs that define who we are as a Council.

They provide purpose and direction and help to guide the decisions we make every day to support the implementation of our Corporate Plan in the best interests of the Napranum community.

Local Participation	The diversity of our community is one of our strengths. We are committed to creating and supporting opportunities for local people.
Mutual Respect and Trust	Building and maintaining positive relationships that are based on mutual respect and trust.
Professionalism	We are acting within the limits of our authority and maintain a high standard of ethics and integrity.
Pride	We are demonstrating our pride by connecting with the community and celebrating our successes.
Listening to Our community	Taking time to listen to the people of Napranum to ensure we are working on delivering the programs and services that will make a real difference to people's lives.
Accountability	We are taking ownership for the decisions and actions that impact our community.
Innovation and Continuous Improvement	We show leadership and encourage new initiatives and a culture of continuous improvement

JOB RESPONSIBILITIES

- Identify grant opportunities and report same to relevant stakeholders within council and support the implementation of group partnerships as they arise.
- Lead the planning and management of the grant portfolio in accordance with the relevant funding agreements.
- Manage proactive and responsive relationship with grant provider and partner organisation.
- Provide regular and timely reports on grants to provider representatives and other stakeholders regarding program progress and oversight management.
- Serve as primary liaison to grant providers, local, State, and national governmental authorities, local NGOs, community organizations.
- Oversee grant implementation, ensuring that all strategic objectives are met through regular communication with council staff.
- Consistently look for more effective and efficient implementation methods and opportunities to increase efficiency in managing all phases of the grant process.
- Ensure all grants are acquitted accurately and within required timelines.
- Research new funding opportunities and develop and write funding proposals.
- Ensure grant/project expenses are reasonable, allocated as per assigned budget, prudent and spent in accordance with funding provider guidelines and regulations to ensure low risk audits.
- Escalate grant management issues early and openly; resolve grant management issues quickly and fully.

General

- Comply with all council policies and Code of Conduct
- Adhere to, and enforce on any other Council staff or visitors, when necessary, obligations under the Work Health Safety Act 2011 or as amended or replaced
- All other duties as directed by the Business Services Manager or Director of Corporate Services.

PERFORMANCE CRITERIA

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines. Performance indicators shall be those as agreed with the Director of Corporate Services.
- Work shall be performed in accordance with industry-accepted standards, quality standards and in accordance with the current Work Health and Safety Act 2011 and other legislative requirements and standards appropriate at the time and including Council's policies and procedures.
- Allocated tasks shall be completed within agreed timeframes.
- Follow Council employment and working arrangements, agreements and rulings on attendance at work and leave. This includes not being absent without approval and accurately and truthfully recording work and leave periods. Employees have an obligation to promptly notify Council as soon as practicable upon becoming aware that they are going to be absent from work.
- Active participation in supervision discussions, performance reviews professional development activities, staff meetings and training as required or directed.
- Demonstration of a spirit of co-operation towards other employees and the achievement of Council's aims and objectives.

CORPORATE RESPONSIBILITIES

- Adhere to, and enforce on any other Council staff or visitors when necessary, all other obligations under the *Work Health Safety Act 2011* or as amended or replaced.
- Maintain a high level of confidentiality at all times.
- Represent the Council in a positive and responsible manner at all times.
- Comply with all Council policies and Code of Conduct.
- Maintain effective Communication.
- Undertake all relevant duties as directed from time to time, consistent with skills, competence and training.
- The key responsibilities may be modified from time to time to ensure that outcomes are aligned with Council's Operational and Corporate Plans.

SELECTION CRITERIA

Prerequisite

1. Certificate III in Business Administration or related finance/ accounting discipline is essential.
2. Minimum one (1) to three (3) years' experience in a similar role in a large multi-disciplinary organisation undertaking grants function activities would be highly regarded.
3. Ability to obtain and retain a Working with Children Blue Card and agree to a Police Check

Essential Experience/Qualifications

1. Previous experience in writing submissions, reports, research and/or analysis
2. Ability to work with community groups
3. Ability to prepare budgets and understand financial reports
4. Demonstrated high level communication and interpersonal skills, including proficient writing capabilities and the ability to secure commitment from a variety of stakeholders.
5. Demonstrated ability to manage own work load including maintenance of systems, reporting and administration.
6. High level customer service skills with the ability to provide accurate timely advice in a supportive manner.
7. Ability to present information to all users
8. Possess demonstrated ability to work in a team environment and actively participate as a team member to ensure a cohesive approach to achieving team and corporate objectives
9. Advanced computer skills, including high level proficiency with the Microsoft Office programs (e.g. Word, Excel and Outlook) and the internet.
10. Current drivers licence

Desirable

1. Relevant qualifications appropriate for the preparation of financial grant applications
2. Negotiation skills

**NAPRANUM ABORIGINAL SHIRE COUNCIL
APPLICATION PACK – GRANTS OFFICER**



3. Proven experience working and communicating effectively in a cross-cultural environment.
4. Experience and interest in local government operations
5. Be physically fit and healthy to be able to meet requirements of the position

EXTENT OF AUTHORITY

The incumbent is expected to exercise initiative, sound judgement and situational sensitivity at all times. Decisions and actions are to be consistent with (and within the scope of) the achievement of the position's objectives.

They must also reflect Council's strong commitment to outstanding client service.