

POSITION TITLE	Grants Officer	
GROUP / DEPARTMENT	Corporate Services / Community & Economy	
REPORTING TO	Coordinator Economic Development	
DIRECT REPORTS	Nil	
EMPLOYMENT BASIS	Permanent Part time/Full time Local Government State Award	
BAND/LEVEL	Band 3 Level 1	
GRADE	Grade 10	
APPROVED BY	CEO	Date:
EMPLOYEE	Name:	Date:
	Signature:	Date:
POSITION PURPOSE		
<p>The Grants Officer provides specialist advice, management and oversight of Council’s grant management processes and works in partnership with leadership and teams to identify opportunities to maximise grant revenue through strategic project selection, high quality application preparation, training and continuous improvement.</p>		
ACCOUNTABILITES		
<p>This position contributes to the performance of Edward River Council through the following accountabilities from the Accountability Framework:</p> <ul style="list-style-type: none"> Operational Accountability <ul style="list-style-type: none"> <input type="checkbox"/> Funding Body Liaison <input type="checkbox"/> Grant Register Development, Maintenance & Reporting <input type="checkbox"/> Assist In Development of Staff Skills in Grant Application and Management <input type="checkbox"/> Support Community Capacity Building For Grants 		
LINKS (INTERNAL)	LINKS (EXTERNAL)	
<ul style="list-style-type: none"> • Community & Economy Team • Other officers requiring support from Economic Development team • Finance • Project Management Officer • Leadership team 	<ul style="list-style-type: none"> • Government Departments • Other funding bodies • Business community • Residents, service users and other stakeholders 	

KEY DUTIES AND RESPONSIBILITIES

- Assist with the development and implementation of Council's grants strategy and grant management framework.
- Manage the program seeking external grant funding, including sourcing appropriate funding opportunities for organisation priority projects and supporting the development of business cases and financial planning for projects.
- Maintain systems and processes to ensure appropriate administration of successful grant projects is undertaken, including reporting, financial and acquittal procedures for Council.
- Strategically and proactively monitor and maintain an awareness of all grant and subsidy programs with potential relevance to Council, including an understanding of key requirements and the alignment of those programs with Council's long-term capital and operational budgets.
- Work in collaboration with the Leadership, Project Management Office and Finance teams to review future budgets (operational and capital) to identify projects and initiatives that represent potential grant/subsidy opportunities for Council.
- Work in partnership with relevant internal stakeholders to assess grant readiness for identified potential projects and develop and implement project management plans to ensure projects are 'grant ready'.
- Prepare, process and track grants to ensure compliance and adhere to reporting and acquittal requirements for successful grants.
- Working collaboratively with Council's Finance team, track and monitor incoming revenue from external grants and subsidies to assess whether the goal of maximising revenue from this source is being achieved and identify areas for potential improvement.
- Lead the coordination of ERC annual Community Grants Program, including providing frameworks, processes, tools and quality assurance and building community capacity to successfully apply and manage grant funding.
- Develop enhanced relationships with various government departments relevant to funding opportunities and support advocacy for priority projects.
- Produce reports for management, Council and funding bodies on grant programs, including developing and managing a grant register.
- Store and maintain corporate records in Council's electronic document and records management system in accordance with relevant policies, procedures and the State Records Act.
- Demonstrate and adhere to the principles of conduct and standards of behaviour as defined within the Code of Conduct.
- Other duties and responsibilities as directed within skills and abilities of the individual.

SELECTION CRITERIA

Essential

- Certificate IV in Business, Project Management, Commerce, Economics or similar, or equivalent experience in a comparable role.
- Contemporary experience in grant management.
- Contemporary experience in the preparation of funding applications, report writing, submissions and grant processes.
- Contemporary experience in liaising and working with a variety of stakeholders including community groups and external organisations.
- Strong project management skills and the ability to manage multiple high-profile projects with competing deadlines concurrently.
- Demonstrated ability to undertake duties in a manner consistent with a culture of customer service excellence and Council's values – Leadership, Excellence, Accountability and Delivery.
- Current Drivers Licence.

Desirable

- Experience in Local Government.

COUNCIL RESPONSIBILITIES

Council Values

Edward River Council has adopted a set of values which were developed through a consultative process involving staff across the whole organisation.

All Council employees are expected to demonstrate our corporate values when undertaking their roles and making decisions that impact our customers and community:

- **Leadership** – We seek to provide strong leadership for our community and customers. We lead with empathy and integrity.
- **Excellence** – We strive for excellence and continuous improvement: in who we are, in how we work, and in how we deliver results for our community.
- **Accountability** – We are open, honest and transparent in how we do business, the decisions we make and the actions we take.
- **Delivery** – we are committed to delivering results to our community and outstanding service to our customers.

Work Health & Safety

All Edward River Council employees have a responsibility to behave in a manner which ensures that their actions or omissions do not adversely affect the environment or health & safety and wellbeing of Council employees, contractors or members of the public. Council employees must:

- Comply with Council's Work Health & Safety policies, procedures and programs;
- Participate in any training and safety initiatives implemented by the Council;
- Comply with all safety directives and work instructions; and
- Must immediately report any incident or potential hazard to their supervisor.

EEO & Diversity

Council is committed to a workplace that is fair and inclusive and to building a workforce which embraces these principles and reflects the diversity of the Edward River community.