# **Position Description**

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| **Position title:** | **Grants Coordinator – Programs** | | |
| **Reports to (Title):** | **General Manager – Programs** | | |
| **Direct reports:** | **Nil** | | |
| **Location:** | L5/10 Queens Road, Melbourne | **Date prepared:** | 16th August 2013 |

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| **Vision and mission**  Rural Health Workforce Australia’s (RHWA) vision is to enhance the health and wellbeing of rural and remote communities in Australia.  RHWA is the peak body for the rural network of Rural Workforce Agencies (RWAs) in each state and the Northern Territory. We support excellence in workforce services, the development and dissemination of expert knowledge through research and policy, the provision of advice to Government and advocate on behalf of the Network as a leading national voice on rural health workforce issues. |

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| **Position summary:** | RHWA develops solutions to improve the recruitment and retention of the health workforce throughout rural and remote Australia. To achieve this, RHWA manages projects and programs that are designed to maximise the success of this goal.  The Grants Coordinator supports grants processes within RHWA to ensure efficient delivery of grants within budget and timeframes.  The Grants Coordinator will provide grants and administrative support to the Contracts Manager and other relevant Managers as outlined below:   * Coordination of grants funding rounds and processes * Review and shortlist applications for Internal Committees (Assessment, Steering) * Communicate outcomes of assessments and negotiate funding agreements in conjunction with relevant Managers * Coordinate internal process including contract management to support end to end grants process * Monitor and report on grants progress * Administrative duties as required |
| **Key challenges:** | * Balancing many varied tasks to achieve relevant timelines and deadlines * Pro-active provision of administrative support * Provision of ideas and suggestions to continuously improve the administrative processes to become more effective |
| **Key customers (internal & external):** | * All staff at RHWA * General Manager Programs * Government Departments * Regional Health Agencies |
| **Decision making:** | * Responsibility for accurate and timely provision of administrative support |

| **Key Result Areas (KRAs)** | **Description** |
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| Program Administration | * Assist in preparation of relevant program material and reports * Assist in data entry in support of program deliverables * Respond to telephone and email queries in relation to the Grants programs |
| Grant Administration | * Manage the online grants application portal, including updating the online application and assessment forms * Create and run reports from the online application system * Undertake initial assessment of all program grants received * Collate papers and relevant documentation for the assessment committee * Monitor performance of grants rounds * Ensure good grant management principles are upheld in the process * Provide process advice to RHWA |
| Contract Administration | * Support contract administration process * Maintain reports, invoices and processes on contract administration * Provide ongoing support to contracted parties, including receiving and responding to queries and administering the payment of signed Funding Agreements * Ensure appropriate financial and approval processes are established and adhered to. |
| Program Governance | * Assist with the organisation of governance meetings and committees * Assist with the preparation of papers for relevant internal and external committees |
| Event Administration | * Support the logistics of events i.e. venue booking, travel arrangements and conference management * Travel and attend events as required |
| Occupational health & safety | * Maintain knowledge of and participate in relevant risk prevention * Co-operate in achieving a safe and healthy workplace * Comply with statutory requirements of RHWA OH&S policies and procedures |
| Live the values of RHWA | * Support a positive workplace culture through all actions and interactions with others * Work in a collaborative and professional way with team members and other colleagues and stakeholders * Work collaboratively with team members to achieve outcomes * Observe and practice the Rural Health Workforce Australia OH&S and Quality policy, guidelines and procedures. * Observe and practice the Rural Health Workforce Australia organisational policies and procedures. |

**Person specification**

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| **Knowledge**  (What is the minimum education standard required and what should the candidate have already done to be successful in the role? For example - Industry experience, experience with specific technology or tools.) | **Personal Attributes** (What personal attributes does the candidate need to have to be successful? For example - problem solving, attention to detail, etc.) | **Alignment with company values** (What every person in the company should value - such as strong customer service ethic or safety awareness.) |
| **Education**  Tertiary degree and relevant experience in a similar role are desirable  **Business Knowledge**   * Project administration * Government and NGO background * Relationship management * Communications * Contract administration * Continuous improvement * Event administration   **Technical Knowledge**   * Intermediate MS Office skills in Outlook, Word, Excel, PowerPoint and Access * Data entry | * Identify and manage competing priorities * Problem solving * Solution focussed * Attention to detail * Building trust * Maintaining relationships with stakeholders and internal staff * Planning and organising * Flexible * Leading others * Team management * Decision making * Customer focussed * Analytical * Communication both verbal and written * Quality orientation * Works collaboratively * Ability to successfully engage across business unit teams | * **Achievement** *– focus on quality and outcomes* * **Accountability** – *personal responsibility for quality and outcomes* * **Teamwork** – *working collaboratively and positively. Going beyond the job task* * **Growth –** *continuous improvement, learning from mistakes* |

### Other relevant information

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| *(Please indicate below any other information that would be helpful to someone trying to understand the nature, scope or purpose of the position)* |
| * Travel may be required intra and interstate * Exposure to the health sector * Working outside normal office hours will be required occasionally * Driving licence required |

**Employee name** ………..…………. **Employee signature**………………………… **Date**……………..

**Manager name** ………..…………… **Manager signature**…………………………. **Date**……………..