

GRANTS OFFICER

Position:	Grants Officer
Classification Level:	Level 7
Temporary:	Full time Temporary Position (12 months)
Reports to:	Chief Executive Officer

Organisational Environment

The West Daly Regional Council commences operations on 1 July 2014. The council has been formed as part of the 2013 Local Government reforms in the Northern Territory. It includes the communities of, Peppimenarti, Palumpa and Wadeye and has a population of approximately 3000.

Personal Attributes

Ethical behavior – this position will have access to sensitive information. It is imperative that the Grants Officer displays the highest level of integrity and ethical conduct.

Attitude – demonstrates a positive approach towards the workplace ensuring to display appropriate behaviors and to be seen as a respected role model.

Discretion – being able to make decisions on what to do in a variety of situations and ability to make sound judgments.

Consistency of service –all work performed by the officer needs to be of the highest quality and consistent.

Safe work practices – perform all work duties following WHS regulations.

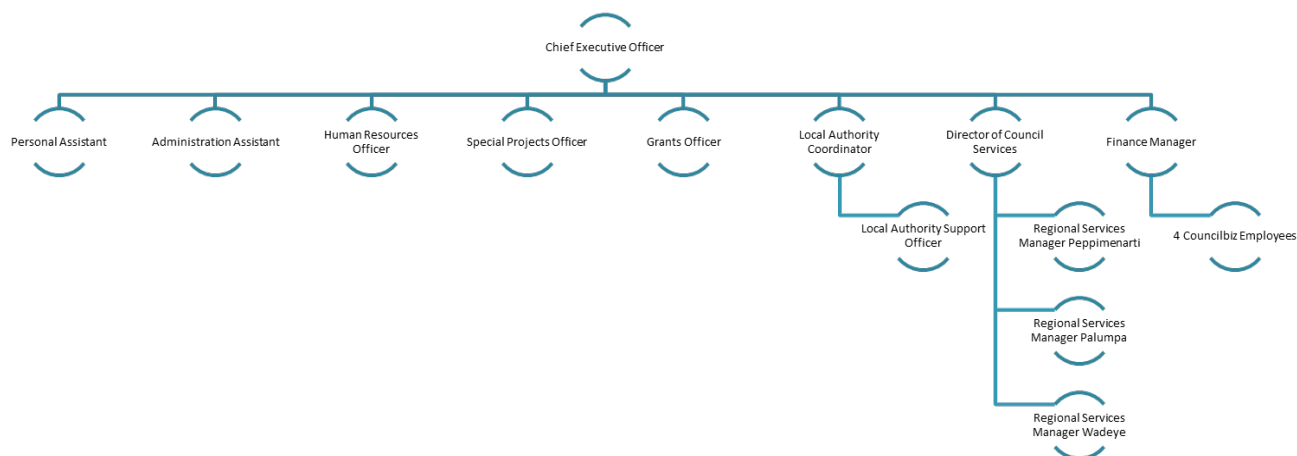
Summary of Position

This position is responsible for sourcing and facilitating successful funding and grant applications for the provision of Council services and local community projects. It is further responsible for the acquittal of grant and funding applications.

Position Liaises with

Internal	External
Chief Executive Officer	Government Representatives
Executive team	Community Organisation Representatives
Program Managers	Local Government Association Of the Northern Territory (LGANT) staff
All Council Staff	Consultants
	Community members

Organisational Relationship



Specific Duties

1. Develop a strategic approach to identification and pursuit of grant opportunities.
2. Identify available grants, funding opportunities, philanthropic trusts, sponsorships and other sources of funds for both Council and community groups.
3. Identify appropriate Council and community projects which may be eligible for funding, advise potential internal and external benefactors and assist with applications.
4. Develop a network of contacts within all levels of government to maximise knowledge of available grants/subsidies and the applicable guidelines and eligibility criteria.
5. Prepare quality grants and funding submissions and assist others with the process including conducting research and analysis to support funding applications.
6. Complete, or assist with the completion of agreement, compliance, monitoring and acquittal processes.
7. Arrange appropriate execution of Council grants and funding documentation and complete reporting requirements.
8. Prepare grant acquittals in accordance with agreement requirements.
9. Maintain a database of sources and resources for both the Council and community groups.
10. Deliver agreed outcomes on time, with best practice and minimal exposure to risk.
11. Work with CEO and relevant staff on the application, allocation and management of grant funding.
12. Travel to the communities within the West Daly region when required.
13. Maintain a safe working environment and ensure Work Health & Safety regulations are adhered to.
14. Ensure the policies and procedures of the Regional Council are adhered to and all resources effectively deployed.
15. Other duties as required or requested by the Chief Executive Officer.

Selection Criteria

Authority and Accountability

- This position reports directly to the CEO and works alongside the Finance Manager in the ongoing administration of grant applications and acquittals, as well as daily management of grants.

Judgement and Problem Solving

- Ability to think strategically and with common sense.
- Ability to identify works programs consistent with policy, legal and risk management

Specialist Knowledge and Skills

- Demonstrated experience and achievement in securing grant funding.
- Experience in writing grant submissions and successfully obtaining grant funding.
- Demonstrated ability to budget and acquit grants.
- A high level of attention to detail.
- Excellent computer skills including knowledge of Microsoft Word & Excel.
- Understanding of business and financial planning principles and practices.
- Sound knowledge of the principles of Work Health & Safety.
- Knowledge of the Local Government industry.

Management Skills

- Ability to manage competing tasks and prioritise effectively.

Interpersonal Skills

- Excellent written & oral communication and interpersonal skills.
- Excellent negotiation and team skills.

Qualifications and Experience

- Experience or knowledge in the application of records management policies and procedures.
- Minimum 5 years experience in a similar role.
- Technology 1 experience.
- An appropriate tertiary qualification.
- Current NT Drivers Licence.

Approval

This appointment is a temporary full time (12 month contract) position and the appointed applicant will be required to undergo a Police check. The position holder must be willing to adhere to Councils Code of Conduct, Conditions of Employment, Policies and Procedures.



Glenda Teede
Chief Executive Officer

Created:	19 th May 2014
Version:	2
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