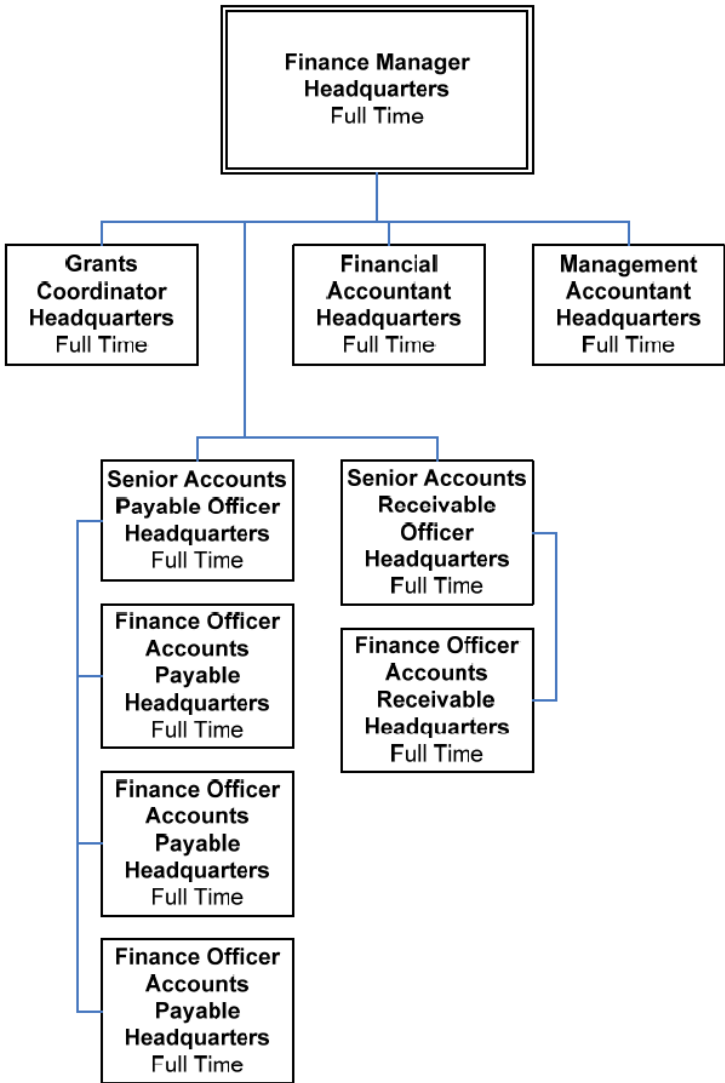


POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	Grants Coordinator	Designation & Classification Level	LGIA – Level 5-6
Position No		Directorate	Director Corporate Governance
Division	Finance	Date Created	July 2010
Location	Katherine	Date Approved	August 2015
Reports To	Manager Financial Services	Version Date	August 2015
Position Status	Full time	Position Tenure	Permanent
2. POSITION CONTEXT			
Council overview	<p>The Roper Gulf Regional Council incorporates an area of 185,000 sq km (80% the size of Victoria) on the South Eastern region outside of Katherine, Northern Territory. The total estimated resident population of the Shire is 6,919.</p> <p>The Council provides services in 11 communities including Youth, Sport and Recreation, Night Patrol, CDP Programs, Waste Management and Municipal Services.</p> <p>Council Mission: “Working as one towards a better future through effective use of all resources”</p> <p>Council Vision: Sustainable, Viable and Vibrant</p> <p>Council Values: Honesty, Equality, Accountability, Respect, Trust</p> <p>This position is in the Finance Unit. The role of the Finance Unit is to facilitate good management and the achievement of the organisation's Financial objectives by ensuring that financial plans and policy are developed, communicated, funded and implemented while also providing support to enhance economic growth and improved financial sustainability.</p>		
Principal objectives	<p>The Grants Coordinator assists the Council meets its corporate governance and financial responsibilities by:</p> <ul style="list-style-type: none"> Ensuring the Council obtains sufficient levels of grant funding to enable the Council to meet its service delivery obligations. Maintaining positive relations between Roper Gulf Regional Council and funding bodies. 		
Major roles	<p>The Grants Coordinator is responsible for identifying, sourcing and administering grant funding to ensure the Council has sufficient budget to deliver its services and activities adequately. The Council generates approximately 75% of its revenue from grants therefore grant funding is critical to support service delivery across the Council.</p> <p>The Grants Coordinator is also responsible for undertaking research relating to corporate plans and policies and providing assistance to other members in the Governance and Corporate Planning Unit during peak workloads.</p> <p>The Grants Coordinator is expected to:</p> <ul style="list-style-type: none"> Liaise with Directors and Managers to clarify grant funding requirements and identify grant funding opportunities. Prepare and submit funding applications. Co-ordinate the administration of successful grant applications. Work closely with the management to support compliance by Managers with funding body requirements. Support the Finance Manager to implement and maintain policies, procedures and ongoing reviews. Provide practical assistance to other members of the team to ensure team performance measures and deadlines are met. 		

Key relationships	Internal <ul style="list-style-type: none"> Managers and Council Service Managers Finance Manager Directors CEO 	External <ul style="list-style-type: none"> Government (NT & Commonwealth) agencies Non-government organisations Philanthropic organisations
Special conditions	<ul style="list-style-type: none"> The incumbent may be required to drive considerable distances in the course of their duties so must possess an NT Class C Drivers Licence and be able to drive a manual vehicle. Occasional travel to remote communities necessitating overnight absences will be required. Some out-of-hours work will be required. 	
Delegations	No financial delegation	
Organisational chart	 <pre> graph TD FM[Finance Manager Headquarters Full Time] --> GC[Grants Coordinator Headquarters Full Time] FM --> FA[Financial Accountant Headquarters Full Time] FM --> MA[Management Accountant Headquarters Full Time] FM --> SAP[Senior Accounts Payable Officer Headquarters Full Time] FM --> SAR[Senior Accounts Receivable Officer Headquarters Full Time] SAP --> FOP1[Finance Officer Accounts Payable Headquarters Full Time] SAP --> FOP2[Finance Officer Accounts Payable Headquarters Full Time] SAP --> FOP3[Finance Officer Accounts Payable Headquarters Full Time] SAR --> FOR[Finance Officer Accounts Receivable Headquarters Full Time] </pre>	

3. KEY RESPONSIBILITIES

Identify funding requirements

- Liaise with Executive Management Team and other Managers to clarify the amount of grant funding required to support the annual Business Plan and the three year Strategic Plan.
- Liaise with Managers to identify potential sources of grants and sponsorship
- Liaise with Managers to compile information for grant or sponsorship applications.

Grant administration

- Prepare grants and sponsorship applications.
- Clarify contractual obligations of each successful grant funding and sponsorship agreement.
- Communicate contractual obligations and other requirements of individual grant funding agreements to relevant staff.
- Maintain grant administration systems to ensure compliance with grant funding contractual obligations.
- Work with the relevant Managers to compile and submit grant acquittals.
- Monitor and document compliance with grant funding contractual obligations.
- Where compliance is not being achieved, communicate the issues to the relevant Managers
- Contribute to the development of remedial action plans when compliance is not evident or does not fully meet the obligations.
- Contribute to the development of policies and procedures that will improve grant administration and compliance.
- Monitor and report on the effectiveness of grant activities, according to the Council's Business Plan.
- Ensuring financials are submitted on time and coordinating special purpose audit for grant programs with auditors
- Observe all requirements of Occupational Health and Safety, EEO and other policy, legislative and regulatory responsibilities.

4. POSITION SKILL/KNOWLEDGE/EXPERIENCE SELECTION CRITERIA

SELECTION CRITERIA

Essential

- Demonstrated ability to secure and administer substantial levels of grant funding from multiple sources.
- Experience in consultation, networking and negotiation with and reporting to government agencies and non government organisations.
- Well developed research skills.
- Sound written and verbal communication skills and interpersonal skills.
- Ability to establish priorities and to plan, coordinate and monitor own work plan with strong attention to detail.
- Knowledge of business and financial planning principles and practices including the importance of compliance.
- Strong computer skills, especially with Microsoft Word and Excel.
- Basic understanding of historical and contemporary issues impacting on Indigenous people in the Northern Territory.
- Minimum C Class NT Drivers Licence and manual driving experience.

Desirable	<ul style="list-style-type: none"> • Experience in a similar position within the Local Government sector, or in a similar setting. • Experience working successfully in a cross cultural environment. • Previous experience working in finance-related positions.
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5. ACKNOWLEDGEMENT			
Appropriate delegate / director or manager		Date:	Signature:
Employee Name		Date:	Signature: