

MANAGER GRANTS



Position:	Manager Grants
Location:	Darwin
Classification Level:	Level 6
Reports to:	Chief Executive Officer

Organisation

The West Daly Regional Council commenced operations on 1 July 2014 as part of local government reforms in the Northern Territory. The Regional Council includes the communities of Peppimenarti, Palumpa and Wadeye and surrounding homelands and has a population of over 3,000 residents. Council delivers core local government services such as municipal, civil and waste management and agency contracted services such as aged care, community night patrol and other community services.

Attributes

Service – work performed is of the highest quality, innovative and solutions focused.

Ethical – applies the highest standards of integrity and ethical conduct.

Attitude – demonstrates a positive approach, appropriate behaviors and teamwork.

Discretion – makes appropriate decisions, sound judgment and communicates effectively.

Safe – work practices performed apply and promote Work Health Safety standards.

Position

The Manager of Grants position plays an integral role in supporting the Management Team in the implementation of West Daly Regional Council's Regional Plan and Budget, operational plans and agency contracted services funding agreements.

This position is responsible for providing the complete range of grants management and agency contracted services coordination including applications, agreements, monitoring, reporting and acquittals. Provide support to the Chief Executive Officer and direction, advice and guidance to Managers across a multi-disciplinary business operating in a geographically sparse and remote environment.

Stakeholders

Internal	External
Chief Executive Officer	Community and Homelands Residents
Management Team	Government Departments
Council Services Staff	Community Organisations
Community Services Staff	Local Government Association of the NT
Corporate Services Staff	Consultants and Contractors

Duties

- Develop a grants management and agency contracted services planning, management and reporting framework, and assist Council management and staff with implementation.
- Develop and maintain effective networks and relationships with government agency stakeholders to maximise knowledge of grants programs and agency contracted services and applicable guidelines, eligibility criteria and reporting requirements.
- Prepare grants and funding submissions including research and analysis to support applications.
- Arrange appropriate execution of Council grants agreements and other funding documentation.
- Prepare grants and agency contracted services reports including financial and performance progress reporting as per grant and agency contracted service funding agreements.
- Liaise with Council management, staff and CouncilBiz in the planning, implementation and reporting of grant and agency contracted service funding agreements.
- Maintain a grants and agency contracted services information database.
- Travel to communities within the West Daly region if/when required.
- Other duties as directed within the position holder's skill set and qualifications.

Selection Criteria

SKILLS, EXPERIENCE, ATTRIBUTES AND QUALIFICATIONS – SELECTION CRITERIA:

1. Knowledge and experience in the management of contemporary government grants programs and coordination of agency contracted services including applications, agreements, monitoring, reporting and acquittals.
2. Knowledge and experience in the operations of local government and/or community services
3. Excellent organisational skills with the ability to set priorities and meet deadlines.
4. Demonstrated high level oral, written, interpersonal and ICT skills.
5. Tertiary qualifications in management, accounting or a related field.
6. Maintain a current Northern Territory Driver's License.

CHANGES TO JOB DESCRIPTION:

It may be necessary to consider changes to this job description from time to time in response to the changing nature of Council's work environment, organisational and/or statutory changes.

Approval/ Agreement

Appointment in this position is permanent and the appointed applicant will be required to undergo a criminal history check. The position holder must be willing to adhere to Council's Code of Conduct, Conditions of Employment, Policies and Procedures.

Shaun Hardy
Chief Executive Officer

I _____ have read, understood and agree to the above position description
and accept the employment appointment.

(Signature)

(Date)

Created	31 August 2017
Version	1
Reviewed	