

Position Description: **Grants and Funding Support Officer**

POSITION DETAILS

Position grade	Grade 10		
Position type	Permanent, full-time		
Reports to	Manager Community Development		
Department	Community and Culture		
Job function group	Professional		
Staff reporting responsibilities	Nil	Budget responsibility	Yes

Our purpose is to provide valuable services that strengthen and support the Cumberland Community. Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these.

The position will lead the development, implementation and review of Council's funding programs and utilise high level community engagement skills to work with community organisations, local residents, stakeholders and Council staff to implement key programs and projects.

QUALIFICATIONS AND EXPERIENCE

Essential

- Tertiary qualifications in Business, Social Sciences or equivalent
- Demonstrated experience in leading funding programs, identifying funding sources, and grants management administrative procedures.
- Demonstrated experience and understanding of community development and community engagement.
- Demonstrated knowledge and experience in working with new and emerging communities including capacity building initiatives that achieve tangible outcomes at a local level.
- Financial management experience including ability to maintain accurate financial records and monitor expenditure.
- Demonstrated project management skills, including sound knowledge and experience in planning, implementation and evaluation of community programs.
- Highly developed organisational skills, including excellent time management, attention to detail and ability to multitask and manage competing priorities under pressure.

- Demonstrated experience working with a diverse range of groups including Aboriginal and Torres Strait Islander communities and culturally and linguistically diverse communities.
- Demonstrated ability to build partnerships with the community, local businesses, local organisations, institutions and government bodies to achieve tangible improvements for an area.
- Demonstrated ability to facilitate meetings, conduct effective consultations with individuals, community groups and organisations, government agencies, service providers and the Council.
- Demonstrated highly developed written and oral communication skills, including developing Council reports, funding applications, formal correspondence, policies and guidelines, strategic plans, promotional material and presentations.
- Innovative and analytical thinking to solve complex issues and to recommend long term strategic directions.
- Demonstrated commitment to the delivery of high quality customer service and conflict resolution.
- High level administrative skills, including attention to detail, ability to maintain accurate records and advanced skills in Microsoft Office.
- Working with Children Check Clearance
- Class C Driver's licence.

Desirable

- Local Government Experience.
- Knowledge of the Cumberland Council Community Sector
- Demonstrated experience in applying social research to policy and program development, implementation and evaluation.

EMPLOYMENT SCREENING CHECKS

- ☐ Qualification/s verification
- ☐ Drivers licence check (completed upon commencement and in line with Council's annual drivers licence check)
- ☐ Working with Children Check
- ☐ Criminal record check

DUTIES AND RESPONSIBILITIES

Lead Council's Funding Programs

- Lead Council's Community Grants Program including planning, marketing, application and assessment processing, payment processing, project monitoring and evaluation.
- Manage the grants application system on behalf of Council and ensure relevant data, records and documentation are regularly maintained and up to date to allow accurate and timely reporting as required.
- Complete reports for Council to endorse funding recommendations.
- Lead the Cumberland ClubGRANTS Scheme.



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- Develop written communication including promotional material, correspondence, funding applications and presentations relating to the community grants program, local community needs and the demographic profile of Cumberland.
- Undertake a regular review of the Cumberland Community Grants Program, the Community Grants and Donations Policy, and the Community Grants Program Guidelines to ensure they reflect legislation, probity principles and best practice.
- Manage grant related communication tools:
 - Manage the Community Grants inbox.
 - Create and distribute a grants newsletter.
 - Create and distribute an internal grants bulletin.

Capability Building

- Support community organisations and groups to develop and implement grant applications and funded projects.
- Support the development of the Cumberland community sector to improve service delivery coordination and enhance partnership development throughout the Cumberland LGA.
- Identify, develop, coordinate and present training and information sessions on developing grant applications, implementing, monitoring and evaluating projects.
- Assist internal staff to write grant applications for projects which meet needs identified by Council.

Additional Duties

- Undertake professional development and keep up to date with sector development approaches and community development practices to ensure Council's approach is based on best practice techniques and current research.
- Develop, manage and report on the cost effective and efficient provision of services within area of responsibility consistently within budget and corporate objectives.
- Effectively manage time, set priorities and undertake delegated tasks autonomously with minimal supervision.
- Liaise with the community to ensure that feedback from individuals, community groups and providers is responded to and referred to the appropriate forum to provide long term solutions. Complete accurate and timely reporting on a monthly, quarterly and yearly basis.
- Ensure that all requirements of funding bodies are actioned within required timeframes, including program monitoring and reporting.
- Ensure that work is undertaken within/according to established work plans.
- Contribute to actions and targets in Council's Integrated reporting framework.
- Perform any duties associated within Community Development which are within the limits of the employee's skills, competence, and training

YOUR CORPORATE ACCOUNTABILITIES

Work Health and Safety (WHS)

- In accordance with Council's Work Health and Safety Statement, all employees have a responsibility to take reasonable care of their own health and safety, and that of others. To meet this commitment, all levels of management shall be held responsible for ensuring all staff are aware of and have sited this statement.



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- Implement, monitor and, or comply with Council's WHS Management System, including but not limited to Safe Work Method Statements, Safe Work Procedures, WHS Policies/Statements, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area
- Comply with any reasonable instructions from Council's Managers in compliance with the WHS Roles and Responsibilities Procedure
- Wear all personal protective equipment (PPE) applicable to this position and comply with Council's Personal Protective Equipment Procedure
- Comply with Council's COVID-19 Vaccination Procedure throughout employment with Council
- The Executive Managers, Managers, Coordinators and Team Leaders are responsible, and will be held accountable, for ensuring WHS policies and programs are effectively implemented within their areas of control, to support all under their immediate control and hold them accountable for their specific responsibilities.

Child Safe Organisation

- Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and supportive Council environment, which endeavours to promote child safe, child friendly practices.
- If this position is designated as child-related as defined by the Office of the Children's Guardian, you will be required to hold a valid Working with Children Check (WWCC) if over the age of 18. It is an offence under the NSW legislation for barred workers to apply for or otherwise attempt to obtain, undertake or remain in child-related employment.
- If this position is not currently designated as child related, Council may review this at any time and choose to amend the position to be designated as child related. Employees will be duly notified if this was to occur.

Fraud and Corruption Prevention

- Council constantly strives to improve our practices to ensure we uphold the highest ethical standards. Council has a zero tolerance approach to any fraud and corruption, and all staff are required to participate in and support fraud and corruption control initiatives. All officers must report any potential fraud or corruption misconduct to their Manager, Director, or Council's Internal Ombudsman in the first instance, who is obliged to inform the General Manager. Council also has a Public Interest Disclosures Policy which you should review, outlining that Council will consider each report and make every attempt to protect the staff member making the report from any form of reprisal.

Customer Service

- Cumberland City Council are committed to striving for the delivery of excellent customer service. All employees will be held accountable to provide excellent service and the highest level of professionalism whilst performing the duties outlined in their position description.
- To contribute to this customer service oriented culture, it is expected that all employees respond to customer enquiries via all channels of communication relevant to your position, including phone calls, emails and requests/applications tasks via Council's customer request



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management system. You will also be expected to provide information in a timely, accurate and reliable manner in your position to ensure you deliver a positive customer experience.

SIGNATURE AND ACCEPTANCE OF POSITION

Employee name

Employee signature

Date of acceptance



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