

Role Description

Grant Research and Project Officer



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| Title | Grant Research and Project Officer |
| Classification/Grade/Band | Band 3 Level 2 |
| Group/Unit/Section | Innovation and Futures |
| Reports to | Chief External Funding Coordinator |

Vision

A vibrant organisation doing great things.

Purpose

To provide valuable services that strengthen and support the Central Coast Community.

Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best, Be Positive and Be Safe. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the role of Grant Research and Project Officer is responsible for supporting the Chief External Funding Coordinator with relevant and well researched information and documentation required in order to respond effectively to business priorities in a timely and professional manner.

The position of Grant Research and Project Officer is required to provide quality customer service and create value for the community.

Key Duties and Responsibilities

- Provide high quality and efficient project support services, exercising discretion, judgement, initiative and confidentiality to support Council's achievement of organisational objectives related to External Funding;



- Use relevant resources and technology to coordinate reports, correspondence, presentation materials and financial information, from a variety sources in order to meet corporate and legislative requirements;
- Collaborate with internal stakeholders to inform the grants register to maintain comprehensive databases to identify funding opportunities; all projects applied for; successful and unsuccessful applications; and project delivery reporting;
- Research utilising various research methodologies, identify and distribute suitable funding opportunities to internal stakeholders;
- Implement, monitor and evaluate project and business systems and procedures to deliver set outcomes and ensure all deadlines are met;
- Ensure compliance with the Council's financial procedures and policies, WH&S and risk management initiatives to ensure internal controls are maintained over Council's resources;
- Work to overcome various project delivery and design challenges including the development of solutions while critically interpreting information and evaluating recommendations; and
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- Policy and procedures are readily available but the Grant Research and Project Officer is required to choose the appropriate processes. Unusual problems may be referred for clarity of policy or direction;
- Decisions affect the work and activities of others within the section or from a specific project team;
- The work of the Grant Research and Project Officer influences the external environment by ensuring services are consistent with Council standards;



- The Grant Research and Project Officer is responsible for own work performance. Liability generally lies with the supervisor or Council as the employer;
- The Grant Research and Project Officer identifies requirements as an input to budget development;
- Monitor budgetary spending within work area, against pre-determined targets. Weigh up options on a cost basis in order to make recommendations and continuously look for greater efficiency within work area.

Personal Attributes

- Be adaptable, flexible and focused when dealing with change;
- Represent Council honestly, ethically, professionally and lead by example;
- Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
- Be responsive to the input of others and works to understand their perspectives.

Interpersonal Skills

- Listen to others and asks appropriate, respectful questions and monitors non-verbal cues and adapts behaviour accordingly;
- Support and promote a culture of quality customer service identify and respond quickly and provides solutions to meet customers' needs;
- Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;
- Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/ or withdraw from a conflict situation.

Business Enablers and Technical Skills

- Complete tasks to agreed budgets, timeframes and standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;



- Understand the team/ unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;
- Identify issues that may impact on task completion and provides appropriate solutions;
- Understand delegations and act within authority levels;
- Exercise fiscally responsible behaviour and remain up to date with financial delegation processes;
- Support system improvement initiatives and embrace new technologies;
- Purchase under delegation and comply with procedures;
- Understand project goals, action tasks and expected outcomes and identify and escalate project variances.

Team Work

- Recognise and acknowledge individual/ team performance;
- Monitor and use resources responsibly to achieve team objectives;
- Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.

QUALIFICATIONS

Essential

- Bachelor in Information Technology, Business, Project Management OR demonstrated solid contemporary experience in grants management or a similar role, combined with ongoing professional development;

Desirable

- Current Class C Driver's Licence;



EXPERIENCE

- Demonstrated experience in a project support focused role in a large sized organisation;
- Demonstrated experience in database management, development and reporting
- Demonstrated experience with SharePoint, electronic records management systems, budget software, Microsoft Office Suite and other computer-based systems; including accurate and efficient data entry skills with the ability to adapt easily to new applications
- Experience in overcoming project delivery and design challenges, with the ability to independently assess and prioritise issues as they arise;
- Demonstrated experience working with highly confidentiality and politically sensitive information and documentation;
- Demonstrated ability to build and maintain solid working relationships with key internal and external stakeholders to ensure that high quality work outcomes are achieved;
- Demonstrated experience in applying effective written and verbal communication, analytical and problem-solving skills.

Key Relationships

| Internal | External |
|-------------------|---|
| Unit Managers | Community |
| Council employees | State and Federal Government Agencies |
| | Industry representatives and associations |
| | Employees of other councils |
| | Local Businesses |

