

## POSITION DESCRIPTION

### GRANTS OFFICER

<b>POSITION NUMBER</b>	<b>CCD006</b>
<b>DIRECTORATE</b>	<b>Community and Culture</b>
<b>SECTION</b>	<b>Community and Cultural Development</b>
<b>REPORTS TO</b>	<b>Coordinator Community Development</b>
<b>DIRECT REPORTS</b>	<b>Nil</b>
<b>GRADE</b>	<b>13</b>
<b>CONDITIONS OF EMPLOYMENT</b>	Local Government (State) Award 2020
<b>DATE PREPARED</b>	February 2018
<b>DATE LAST UPDATED</b>	July 2020

### 1. PURPOSE OF THE POSITION

- 1.1 To develop and implement proactive community development and general liaison strategies to respond to identified needs of the Georges River community that reflect the stated social and corporate objectives of Council.
- 1.2 To provide community capacity building opportunities for the Georges River Community through the development and delivery of Council's grant programs.

### 2. KEY ACCOUNTABILITIES

- 2.1 In conjunction with the Coordinator, coordinate the development, implementation and ongoing monitoring of actions relating to Council's grant programs (e.g. Community Grants, Venue Hire Grants, Club Grants).
- 2.2 Provide a range of specialist advisory and administrative services related to effective delivery of Council's grant programs to enable community groups to partner with Council to address identified needs.
- 2.3 Prepare, monitor and review relevant budget items in relation to allocated responsibilities.
- 2.4 Participate in relevant forums as directed in order to advocate the needs of the Georges River community.
- 2.5 Monitor the implementation of projects funded through Council grant programs, including evaluation and financial acquittal processes, to ensure that the benefits from the grant programs are maximised.
- 2.6 Plan, develop and implement community workshops and information sessions.
- 2.7 Assist with or undertake project management work as required with other members of the Community Development team.
- 2.8 Participate in relevant community interagency and network forums as directed to advocate the needs of the Georges River community.
- 2.9

### 3. WORKPLACE HEALTH AND SAFETY

'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.

### 4. MODEL CODE OF CONDUCT

Council's Model Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.

### 5. EQUAL EMPLOYMENT OPPORTUNITY

Georges River Council wants to build a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.

### 6. COUNCIL'S POLICIES, MANAGEMENT GUIDELINES AND PROCEDURES

Comply with all Council's Management Guidelines, Policies and Procedures

### 7. CUSTOMERS

- 7.1 Provide effective service to Council customers and the community
- 7.2 Provide effective service to internal customers
- 7.3 Present a positive image of council

### 8. LIMITS OF AUTHORITY

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegations of Functions.

### 9. SELECTION CRITERIA

#### **Qualifications, Certificates & Licences**

- 9.1 Tertiary qualifications in Social Sciences or related disciplines.

#### **Essential**

- 9.2 Well-developed written and oral communication skills, and excellent interpersonal skills.
- 9.3 Demonstrated knowledge and understanding of community development principles.
- 9.4 Demonstrated knowledge of grant program implementation, including the development of relevant documentation such as policies, guidelines and application forms.
- 9.5 Capacity to program and deliver community information sessions and workshops.
- 9.6 Effective administrative processing ability with sound judgement and initiative.

