

### Position Description

<b>Title:</b> Grants and Contributions Coordinator (Position 2062)	<b>Award Classification:</b> Band 3 Level 2
<b>Department:</b> Financial Services	<b>Salary Classification:</b> Grade 5
<b>Tenure:</b> Permanent Full Time	<b>FTE:</b> 1

#### **Context:**

The Grants and Contributions Coordinator operates in an environment of changing community expectation and needs and requires to interact with Government bodies and other State and Federal Funding Agencies to foster economic and community development within Kempsey Shire Council.

Working within the Corporate and Commercial Directorate, the role incumbent needs to form constructive and productive relationships within and outside the Corporate and Commercial team and other departments to ensure grant funding opportunities are pursued and submissions undertaken on time.

#### **Role Purpose:**

This position is responsible for ensuring all grant opportunities are identified and pursued for Council and ensuring that all grants are administered within the terms of the relevant grant.

#### **Key Accountabilities:**

- Develop a strategic approach to application of Developer Contribution Plans
- Maintain relevant records and information in relation to Developer Contribution receipts and funded works.
- To provide high level assistance with oversight of Developer Contributions Registers and Develop Contribution Plan implementation.
- Subscribe to grant information services to identify available funding sources and ensure Council pursues all relevant grant opportunities.
- Coordinate the development of well targeted, quality, grant submissions across Council, including research and analysis to support funding applications.
- Establish and maintain strong relationships with key staff across Council in scoping, developing and resourcing grant funding applications.
- Manage and support the administration of grant applications, acquittal and reporting (including monthly return process) within the relevant framework established at Council.

- Monitor the outcome of grant applications and maintain relevant records and information, including the preparation of monthly Grant reports to Council.
- Seek feedback from grant Agencies on unsuccessful applications.
- Assist in the development of project management frameworks to guide best practice funding applications.
- Regularly review Council’s strategic IP&R priorities to ensure that this helps to inform those grant applications that are proceeded with.
- Ensure that activities of the position maintain the integrity of adopted budgets.
- Develop a strategic approach to the application of grant funds.
- Ensure compliance with grant agreements across the Shire.
- Identify and assess potential grant funding and sponsorship opportunities.
- Coordinate the preparation of grant funding submissions and acquittals.
- Develop guidelines related to grant funding submissions and acquittal processes.
- Perform other reasonable duties as directed by the Manager Financial Services or their delegate.

**Core Competencies:**

- Analytical and financial skills
- Well developed written and verbal communication skills
- Experience in writing grants and business cases
- Good relationship management and stakeholder management skills
- Hold and maintain a current NSW Drivers Licence

**Supervision Received:**

This role reports to the Manager Financial Services (CFO).

**Supervision Exercised:**

None.



**“Lead and work with  
our community to build an  
*inspired, connected*  
Macleay Valley”**

**Role Authorisation:**

.....(Director Signature) ..... Date

**Role Acceptance and Accountabilities:**

*The work of the role has been discussed and explained to me and I expect to be held to account for work performed in accordance with this role.*

.....(Role Incumbent's Signature) ..... Date