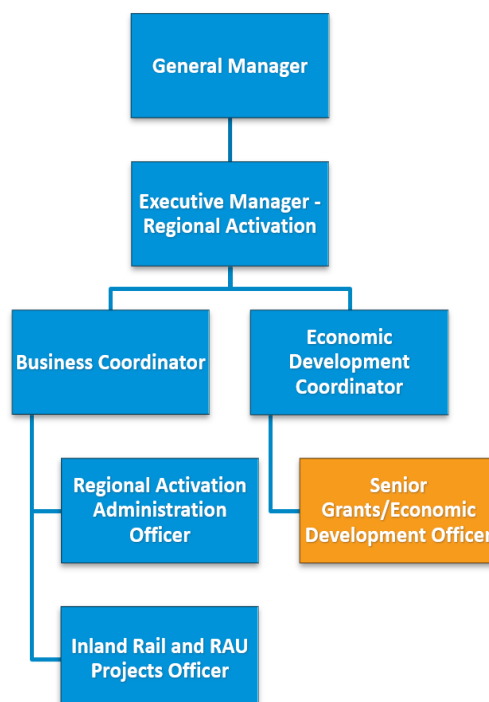


Our organisation values Courage, Accountability, Safety, Teamwork, and Honesty in all we do

Position Title:	Senior Grants / Economic Development Officer – Regional Activation	Department:	Executive
Reports to:	Economic Development Coordinator-Regional Activation		
Subordinate Positions:	Nil		
Classification:	Band 3 Level 1 Grade 12 Step 1 \$1,314.60 -Step 3 \$1,413.30 depending on qualifications and experience.	Additional Benefits:	10% Superannuation Rostered Day Off
Basis of Employment:	Permanent Full-time, 35hrs per week		
Employment Condition:	Local Government (State) Award	Location:	Max Centre, 30 Heber Street MOREE NSW 2400

ORGANISATIONAL STRUCTURE



POSITION OBJECTIVE

- To source and facilitate successful funding and grant applications for the provision of Council services, infrastructure development, and local community projects with a priority focus on maximising the opportunities of the Moree Special Activation Precinct.
- To build the capacity of both Council and the wider community, enabling the development and acquittal of successful grant and funding applications.
- Support Council in maximising grant income and obtaining best value from these opportunities.
- Support the Economic Development activities of Council.
- Ensure the internal grant programs of the Council are administered in line with Council policy and procedures.
- Support the Economic Development Coordinator in maintaining key stakeholder relationships and liaison with the funded bodies of Council including BAMB, Tourism Moree and the Boomi Coop, to ensure that the governance requirements and strategic planning of these bodies are in accordance with Council's funding support requirements.

ACCOUNTABILITIES

- To the community, through responsive communications and actions
- To Council, through effective grants management procedures and reporting
- To other stakeholders through presenting Council in a positive and engaged manner

OBLIGATIONS TO THE ORGANISATION

1. You are required to comply with legislative requirements under the Work Health and Safety (WHS) Act, Work Health and Safety Regulations and model Codes of Practice, NSW Anti-Discrimination Act 1977, and the Moree Plains Shire Council Code of Conduct and the Local Government Act 1993 insofar as these are relevant to the role. Specifically, in respect of WHS, you are to take personal responsibility for work health and safety, in accordance with Council's systems and procedures, including fulfilling your responsibilities under the legislation as a manager/supervisor and worker.
2. You will promote a positive image of the Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.
3. You will perform other duties as required, provided such duties are within the limits of the position occupant's skill, confidence and training and provided such duties do not promote a narrowing of the position occupants' skill base.

DUTY STATEMENT

Job specific duties shall include but not be limited to:

- As a priority, support the development and success of the Moree Special Activation Precinct and Council's Economic Development objectives through the coordination of grant seeking activities of Council, community groups, businesses, and other organisations.
- Support the Economic Development Coordinator and the RAU to identify funding opportunities for priority projects that align to strategic goals.
- Develop strong working relationships with relevant State & Federal Government bodies to assist with lobbying for major project funding.
- Support the coordination of grant seeking activities of Council, community groups, businesses and other organisations as resources permit.
- In consultation with key stakeholders, develop, refine and implement policy and procedures associated with grant activities of the Council.

- Work with grant seekers and grant recipients to build competencies in grant preparation and administration, including within Council and community groups, businesses and organisations.
- Identify and promote grant opportunities that arise, as well as proactively seek grant funding opportunities on request from Council functional areas and the community, as prioritised by the RAU.
- Develop and maintain a central register of grant opportunities, and promotion of this to Council, as well as community groups and businesses.
- Support Council to coordinate grant reporting and acquittal commitments as resources permit.
- Undertake Project management of selected non-capital projects in support of the Regional Activation Unit and Council's Economic Development objectives.
- Provide support for the economic development activities of the Council.
- Support the Economic Development Coordinator in liaison and administration the funded bodies of Council.
- Developing and implementing education programs as relevant and necessary, and establishing/maintaining close liaison and cooperation with the community via the Community Development Team.

General professional duties shall include but not be limited to:

- Preparing and presenting reports to Council and relevant external agencies and bodies as required.
- Develop strong internal and external working relationships and foster cooperation to meet position objectives.
- Coordination and capture of relevant project/grant information for Integrated Planning and Reporting.
- Following instructions and adhering to all safety requirements of the position.
- Providing services to a high level of user satisfaction.
- Attending all relevant training as required
- From time to time, undertaking other duties as directed.

Physical demands of the position:

The successful applicant must be able to undertake limited manual handling tasks as well as have the mobility to be able to undertake off-site work for events and be able to drive a manual light motor vehicle to remote locations and work alone.

SELECTION CRITERIA

Essential Criteria

- Diploma level qualifications in Economic Development, Business, Commerce, or Social Sciences in addition to relevant professional experience. (*Note: Considerable relevant practical experience may be taken into account as being equivalent to formal qualifications but may result in appointment at a lower level*).
- Current Class C Driver's Licence with the ability to operate a manual vehicle
- Willingness to undertake a Criminal History Check.
- Familiarity with, and experience with a variety of business environments.
- Practical experience in working in and/or with community groups or organisations as well as government and non-governmental agencies
- Highly-developed interpersonal skills; the ability to lead and create a cohesive team environment; the ability to maintain positive relationships with internal and external stakeholders and the ability to learn new skills and adapt to changing situations.
- Well-developed numeracy, written and verbal communication skills including ability to communicate effectively with people at all levels.
- Effective organisational skills with the ability to work effectively under pressure, to manage time, plan, organise and prioritise one's own work and that of the team to achieve defined outcomes with a high level of accuracy.
- Demonstrated ability to exercise sound judgement, with a high degree of initiative and sensitivity while maintaining confidentiality.
- Demonstrated experience in Grant Application writing, processes and administration.

Common Criteria

- Be prepared to work under Council's Policies and procedures including Work Health and Safety, Equal Employment Opportunity and Code of Conduct.
- Demonstrated commitment to reconciliation, and to working constructively and respectfully with Aboriginal and Torres Strait Islander individuals and communities.
- Be willing to commit to further training and development, as required.
- Have a Unique Student Identifier code. (This can be obtained at <http://usi.gov.au/create-your-USI/Pages/default.aspx>).
- Commitment to undertake the online Work Health Safety (WHS) induction module prior to commencement with Council.

Desirable Criteria

- An understanding and appreciation of the NSW Government Special Activation Precinct program.
- An understanding and appreciation for the practice of Economic Development in a regional context.
- Demonstrated previous experience in:
 - Budget management
 - Events management
 - Working in local government

Please note:

- As a new employee of Moree Plains Shire Council (MPSC) you will be required to fully comply with MPSC's drug and alcohol policy and procedures. Your Council induction will include the requirements of these documents.
- Non-Australian applicants for all positions with Moree Plains Shire Council must be eligible for an Australian Working Visa.
- All employees of Council are required to have a current Unique Student Identifier (USI) code.

AUTHORISATION

Developed by:

Mark Connolly

Date: August 2021

Authorised by:

Executive Manager – Regional Activation
Lester Rodgers
General Manager

Date: August 2021