

GRANTS ADMINISTRATION OFFICER

Position Description



Position number:	0415
Classification:	Band 5
EA:	Merri-bek City Council Enterprise Agreement
Directorate:	Community
Branch:	Community Wellbeing
Unit:	Recreation
Reports to:	Unit Manager Recreation Services
Supervises:	N/A
Approved by:	Director Community Wellbeing

Organisational vision:

One team, brave and diverse, making a difference

Organisational values:



With the community at the heart, this is our promise:



Position objectives

- To assist with the administration of Council's community grants program with adequate policies and controls to ensure legislative compliance and reporting requirements are met.
- To assist with the development, promotion and maintain relationships within the Moreland Community to strengthen the community's capacity to successfully access a range of funding opportunities.
- To assist and facilitate a best practice approach in the delivery of the Community Grants program.
- To provide administrative support to the Recreation Unit when necessary.

Key responsibility areas

Community Grants Program

- Assist with administering the Moreland Community Grants Program
- Provide assistance and support to community groups to successfully apply for grants including exploring grant options and eligibility criteria, written applications, monitoring progress of the initiative, referrals to relevant partners and resources, acknowledging and promoting successful initiatives.
- Actively engage with existing and emerging community groups to educate them on the Grants program.
- Assist in the coordination of training and information sessions for community groups.
- Administer the community grants process ensuring accurate sourcing, receiving and dissemination of information to enable full evaluation and consideration.
- Provide preliminary recommendations on all funding applications in accordance with Moreland Community Grants policy and guidelines.
- Assist with the development of resources for local community organisations requiring advice/guidance on project/program funding options.
- Monitor and evaluate all funding evaluation reports.
- Provide accurate reports to Unit Manager Recreation on the effectiveness of the Community Grants Program and to meet all legislative requirements.

Financial Management

- Responsible for raising purchase and receipting invoices work programs for consideration by the Manager of Youth and Leisure.

Corporate Responsibilities

- Preparation of monthly budget reports.

- Distributing where appropriate funding agreements in accordance to the community guidelines.
- Review existing service provisions, assist in developing research to identify potential users and service groups and develop promotional activities to advise people of opportunities available.
- Submit reports to Council and senior officers as required.

Strategic Planning

- Assist Unit Manager Recreation Services with development strategies and opportunities to address identified needs in conjunction with other units within the branch.
- Assist Unit Manager Recreation Services develop, implement and evaluate the community grants support policies in collaboration with community and key stakeholders.
- Assist with the facilitation of Councils key strategic objectives and future direction for the development of grants program and other recreational services key programs/services/activities and community support functions.

Administrative Tasks

- Assist Recreation Services with purchase orders, sub contract orders, invoicing and ensure compliance with all relevant purchasing policies.

Public Enquiries

- Provide courteous and efficient support to Branch enquiries.

Continuous Improvement

- Implement and maintain Continuous Improvement System standards and procedures.

Occupational Health & Safety

- Implement and maintain health and safety standards and procedures according to legislation and consistent with MoreSafe.
- Demonstrate effective leadership on OHS matters

Diversity & Equity

- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.

Other duties

- Required to undertake other duties as directed.

Employee competencies and accountabilities

Competencies:

- **Community and Customer Focus:** Building strong customer relationships and delivering community / customer-centric solutions.
- **Ensures Accountability:** Holding self and others accountable to meet commitments.
- **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives.
- **Courage:** Stepping up to address difficult issues, saying what needs to be said.

Accountabilities:

- Contribute to the effective implementation of the Merri-bek Continuous Improvement system in the work area and achievement of quality outcomes.
- Contribute to the achievement of a safe and healthy environment by working in accordance with Council's OHS Policy and Procedures.
- Merri-bek City Council is committed to being a Child Safe organisation and has zero tolerance for child abuse. We believe children and young people have the right to be and feel safe and that their safety and wellbeing is the responsibility of everyone. It is expected that the successful incumbent of this position will adhere with the above statement and Council's Child Safety and Wellbeing Policy and Procedures whilst undertaking their duties.
- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.
- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.
- Ensure that complete and accurate records relating to business activities are maintained and stored in Council's electronic records management system (including correspondence, reports, emails) in accordance with Council policy.

Other duties:

- Required to undertake other duties as directed.

Organisational relationships

Internal Relationships	All Departments and Councillors
External Relationships	Community groups and agencies, <ul style="list-style-type: none">- Neighbourhood houses,- Peak bodies and networks,- Relevant state and federal departments,- Service Clubs,- Education providers- Local business; and, Individuals

Job characteristics relevant to the position

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 5 employee as outlined in the Moreland City Council Enterprise Agreement (Schedule A - Classification Definitions - 5. Employee Band 5).

1. Accountability and Extent of Authority:

- Accountable to the Unit Manager Recreation Services for the performance of all duties
- Responsible for administering the Community Grants system within established standards and procedures.
- Provide accurate information and relevant specialist advice to community groups and other internal and external parties, about Council's Moreland Community Grants Program
- Freedom to act is subject to regulations, policies and regular supervision
- Engage, maintain linkages and provide professional support to program applicants
- Timely & efficient facilitation of Grants processes including promotion, application & assessment

2. Judgement and Decision Making:

- Exercise sound judgement in establishing processes for community engagement and participation in the Community Grants Program
- Responsible within existing guidelines for providing preliminary recommendations on all funding applications in accordance with Moreland Community Grants policy and guidelines which may involve problem-solving, using procedures and guidelines and the application of professional or technical knowledge, or knowledge acquired through relevant experience. Problems are occasionally of a complex or technical nature with solutions not related to previously encountered situations and come creativity and originality is required
- Awareness and sensitivity to Council's reputation whilst working in the community
- Guidance & advice would usually be available within the time required to make a choice for more complex issues

3. Specialist Knowledge and Skills:

- Effective community engagement skills in a diverse community
- Knowledge of community development framework & principles
- Knowledge of relevant Federal & State government policies and funding streams, processes, reporting requirements and obligations
- Sound knowledge of local government.
- Knowledge & experience in assisting with managing & implementing a grants program
- Ability to analyse & interpret data
- Competency in the use of a range of computer applications such as Word, Excel, PowerPoint, Publisher and other Microsoft Office Suite products.
- Strong administrative skills and understanding of corporate systems and requirements.
- Understanding of the long-term goals of the Youth and Leisure branch and of the relevant values, goals and policies of both the branch and organisation.
- Sound financial record keeping skills.

- Familiar with grants administration and grant management software SmartyGrants.

4. Management skills:

- Ability to plan and manage work in order to achieve position objectives
- Ability to set priorities and achieve targets within specified timelines in the most efficient way possible within the resources available

5. Interpersonal Skills:

- Well-developed organisational skills
- Highly motivated and proven ability to establish & sustain positive working relationships with people from a range of socio & cultural backgrounds
- Well-developed written and verbal communication along with presentation skills with the ability to prepare detailed reports and/or to prepare external correspondence
- Ability to professionally represent Council at public meetings
- A sensitivity to local politics
- Ability to liaise and gain co-operation of other Council staff, service providers and service users to achieve set goals
- Strong commitment to working independently and as part of a team.
- Able to liaise with counterparts in other organisations and other Council staff to discuss and resolve specialist matters
- Commitment to quality outcomes and efficient work practices.

6. Qualifications and Experience:

- A tertiary qualification in community development or a related discipline and experience in a community development role
- Experience in working with community groups and organisations.
- Sound knowledge of the role of local government in community strengthening

7. Physical Requirements of the position

TASK ANALYSIS

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights -above 10kgs	()	()	()	X
-below 10kgs	()	()	X	()
Manual handling frequency	()	()	X	()
Repetitive manual work	()	()	X	()
Repetitive bending/twisting	()	X	()	()
Working with arms above head	()	()	()	X
Lifting above shoulder height	()	()	()	X
Using hand tools – vibration/powerful	()	()	()	X
Operating precision machinery	()	()	()	X
Close inspection work	()	()	X	()
Wearing hearing protection	()	()	()	X
Wearing eye protection	()	()	()	X

Working in dusty conditions	()	()	()	X
Working in wet/slippery conditions	()	()	()	X
Wearing Gumboots	()	()	()	X
Wearing safety shoes/boots (steel cap)	()	()	()	X
Working with chemicals/solvents/detergents	()	()	()	X
Washing hands with soap (hygiene)	()	()	()	X
Working at heights	()	()	()	X
Working in confined spaces	()	()	()	X
Working in chillers (+4 degrees C)	()	()	()	X
Performing clerical duties	X	()	()	()
Working on a keyboard	X	()	()	()
Driving cars and/or trucks	()	X	()	()

Other special features (e.g. nature of chemicals, travelling requirements, etc):

8. Key Selection Criteria

- A tertiary qualification in community development or a related discipline and experience in a community development role.
- Experience in working with community groups and organisations.
- Sound knowledge of local government.
- Knowledge of community development framework & principles.
- Knowledge of funding processes, reporting requirements and obligations as it relates to community grants programs.
- Exceptional people and communication skills that will enable effective relationships to be developed with community groups and organisations.
- Demonstrated high-level administrative, organisational and computer skills

SIGNATURE PAGE

This is to certify that the position description has been drawn up/reviewed by both employee & Supervisor/Manager.

..... Date / /
(Staff member's signature)

..... Date / /
(Supervisor/Manager's signature)

Please scan signed document to the HR Officer (Human Resources) and also forward an electronic version to be filed in the Position Description database.