



### Living our corporate values ...

**Community  
Focused**

**Show  
Integrity**

**Encourage  
Innovation**

**Be Caring &  
Respectful**

**Commitment  
to Safety**

**Value  
Teamwork**

**... to deliver progress and value to our community**

## Grants Officer

PD Version – May 2019

Next Review – May 2022

### Position Details

<b>POSITION NO:</b>	<b>500 024</b>
<b>DEPARTMENT:</b>	<b>Customer, Corporate Services &amp; Economy</b>
<b>POSITION LOCATION:</b>	<b>Parkes</b>
<b>EMPLOYMENT STATUS:</b>	<b>Permanent Part Time</b>
<b>REPORTING TO:</b>	<b>Senior Grants Officer</b>
<b>NO. OF DIRECT REPORTS:</b>	<b>Nil</b>
<b>BAND/LEVEL:</b>	<b>Professional/Specialist Band 3 Level 2</b>
<b>SALARY SYSTEM GRADING:</b>	<b>Grade 13</b>
<b>ALLOWANCES</b>	<b>Nil</b>

### Purpose of the Position

To source and facilitate successful funding and grant applications for the provision of Council services and local community projects. To build the capacity of both Council and the wider community, enabling the development and acquittal of grant and funding applications.

### Position Responsibilities

- Carry out position objectives prescribed in Grants Officer Northparkes Mines Funding Agreement which includes:
  - To strengthen and promote the Parkes Shire economy
  - To enhance capacity of local communities both socially and economically through the ability to provide quality services and infrastructure to residents
  - To help local organisations achieve funding security and long-term sustainability.
  - To build collaborative efforts within and across communities for the betterment of the Parkes Shire
- To identify available grants, funding opportunities, philanthropic trusts, and other sources of funds for both Council and community groups.
- To identify appropriate Council and community projects which may be eligible for funding, advise potential internal and external benefactors and assist with applications.



### Duties

- To prepare Council grants and funding submissions.
- To ensure agreement, compliance, monitoring and funding acquittal processes are undertaken.
- Provide appropriate information sharing and training to support the development of community grant seeking skills.
- Seek out opportunities for regional grant applications, liaise with other councils to work towards major projects.
- Host regular grants workshops for community groups.
- Provide additional business support to other departments of Parkes Shire Council including but not limited to administrative and project management support.
- To undertake other duties as required by Parkes Shire Council, within the scope of the person's capabilities, knowledge and experience.

### Position Skill Descriptors – Grade 13

- The ability to plan to coordinate activities and resources for the short term. Forward planning for the area of responsibility required.
- Responsible for day to day decision making whilst complex problems are resolved by reviewing a range of options and recommending the best alternative to the next level.
- Able to respond to complex enquiries that require detailed and careful explanation.
- Able to write standard correspondence following prescribed formats.
- Able to coordinate elements of work with others.

### Position Qualifications and Experience Requirements

#### Qualifications:

- Current and maintained NSW Driver's Licence
- Diploma qualifications in relevant discipline or equivalent experience in a relevant field.

#### Experience:

- Minimum of 2 years work experience, preferably in a similar role



### WHS Responsibilities

Key Responsibility	Performance Requirements
To comply with all Council safety policies and procedures including applicable SWMSs, SOPs or Project/Event Safety Management Plans	<ul style="list-style-type: none"><li>+ Work in a safe manner without risk to themselves, others or the environment.</li><li>+ Follow established and communicated safe work procedures at all times (this includes any permit requirements for high risk work).</li><li>+ Report all incidents, hazards, injuries, illness or property damage, theft or loss.</li><li>+ Participate in agreed WHS consultation arrangements</li><li>+ Participate in site inspections, site risk assessments (WASPs) or incident investigations as requested.</li><li>+ Seek assistance/clarification if unsure of WHS rules or procedures.</li><li>+ Report any faulty tools or plant.</li><li>+ Correctly use and maintain all personal protective equipment provided as required.</li><li>+ Complying with emergency and evacuation procedures.</li><li>+ Participate in any required WHS training or induction.</li><li>+ Follow any verbal directions given by any Parkes Shire Council employee with regard to WHS.</li><li>+ Participate in WHSMS review activities as required/requested.</li></ul>

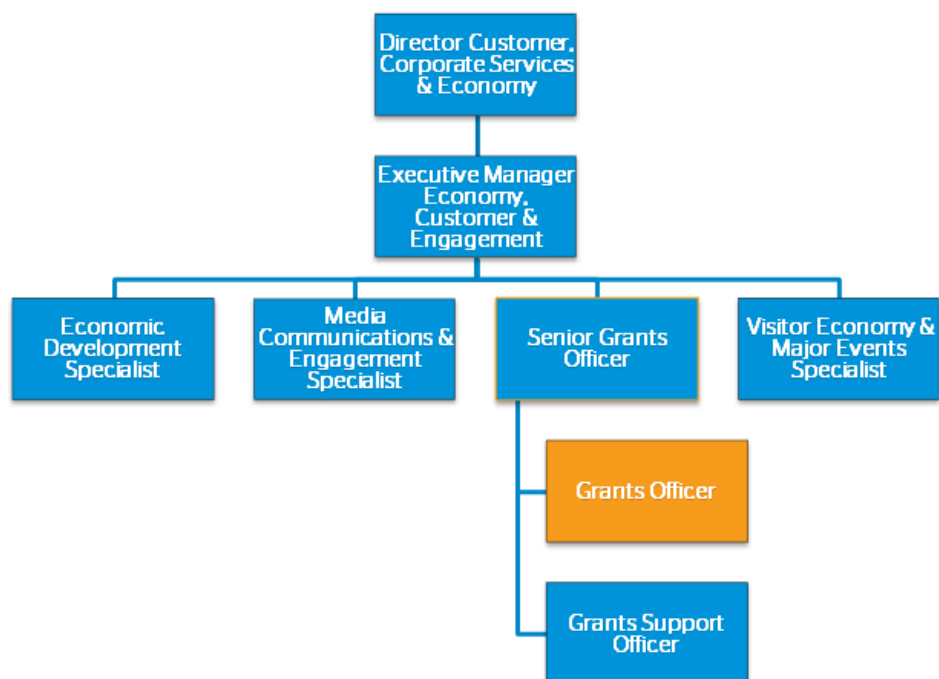
### Position Delegations

This position has the following **internal** delegations:

- WHS



### Organisational Relationships





### Physical Requirements

<b>Neck Movement</b> (looking up, down, sideways)	<b>2</b>	<b>Dust</b> (expose airborne material ie. Dust)	<b>1</b>
<b>Reaching</b> (above shoulder height, forward/side extended)	<b>2</b>	<b>Gas / Fumes</b> (Working with gases or fumes)	<b>1</b>
<b>Hand/Arm Movements</b> (stacking, reaching, mopping, tool use)	<b>1</b>	<b>Liquids</b> (Tasks involve working with liquids which may cause skin irritations if contact is made with the skin)	<b>1</b>
<b>Bending/Twisting</b> (forward/ backward bending or twisting at waist)	<b>1</b>	<b>Noise</b> (Tasks involve exposure to high noise environments, and hearing protection is required to be worn)	<b>1</b>
<b>Kneeling/Squatting</b>	<b>1</b>	<b>Lighting</b> (Tasks involve working in dark or visually-poor environments)	<b>1</b>
<b>Leg Movements</b> (operate machinery)	<b>1</b>	<b>Temperature</b> (Task involve working in extremes of temperature - hot or cold)	<b>1</b>
<b>Standing</b> (upright without moving)	<b>1</b>	<b>Confined Space</b> (confined spaces work)	<b>1</b>
<b>Driving</b> (operate any mobile plant)	<b>1</b>	<b>Radiation</b> (Tasks involve magnetic or radiation sources)	<b>1</b>
<b>Walking</b> (even surfaces)	<b>2</b>	<b>Hazardous Substances</b> (Tasks involve working with hazardous substances)	<b>1</b>
<b>Walking</b> (uneven surfaces)	<b>1</b>	<b>Meeting Deadlines</b>	<b>4</b>
<b>Walking</b> (walking while manual handling object)	<b>2</b>	<b>Conflict Resolution</b>	<b>3</b>
<b>Walking</b> (up or down steep slopes)	<b>1</b>	<b>Sitting for extended periods</b>	<b>2</b>
<b>Climbing</b> (in and out of plant/car)	<b>1</b>	<b>Dealing with people</b>	<b>3</b>
<b>Climbing</b> (stairs, ladders, scaffolding)	<b>1</b>	<b>Underground Work</b>	<b>1</b>
<b>Manual Handling</b> (Tasks involve manual handling of objects - lifting, lowering, carrying, pushing, pulling, restraining)	<b>2</b>	<b>Personal Protective Equipment</b>	<b>1</b>
<b>Sight</b> (Use of sight as an integral part of task performance eg. Dark, fine detail)	<b>4</b>	<b>Manual Dexterity</b> (Tasks involve fine motor hand/finger use, including pinching, fine manipulation, keyboard use and writing)	<b>5</b>
<b>Sight</b> (Ability to discriminate between colours)	<b>3</b>	<b>Manual Dexterity</b> (Gross motor hand use; Gripping, holding, clasping)	<b>2</b>
<b>Hearing</b> (Effective hearing ability as an integral part of task performance)	<b>4</b>	<b>Task involves working in an awkward positions</b> Eg:	<b>1</b>
<b>Smell</b> (use of smell senses as an integral part of task performance)	<b>1</b>	<b>Cardiovascular Fitness level required for position</b>	<b>2</b>
<b>Balance</b>	<b>1</b>		

Keys	
	General Demands
	Sensory Demands
	Environmental Factors
	Other Demands
	Manual Handling
	Cardiovascular Fitness

Measures				
#	Physical		Manual Handling	Cardiovascular Fitness
1	Not applicable	Not Relevant to this position		
2	Occasional	Task is performed for 0-33% of the day	Light	Low (sedentary)
3	Frequent	Task is performed for 34-66% of the day	Moderate	Medium
4	Constant	Task is performed for more than 66% of the shift		
5	Repetitive	Work cycle is repeated < 30 sec & performed for > 60min	Heavy	High (constantly on feet, repetitive physical work)



### Grants Officer

*The Position Description for this role should be reviewed and discussed with your Manager. Following the review, the PD should be signed, reflecting your understanding and acceptance of the role and responsibilities. The document should then be returned to the Human Resources Section.*

#### Position Incumbent

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Supervisor

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Director

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*This position description presents the major responsibilities required for this job title. Individual positions may require the performance of additional duties as assigned that are within the limits of the employee's skill, competence and training*