



Position Description

Job Title	Grants Officer
Division	Corporate and Community Services
Position Number/Status	CCS Permanent part time 42 hours / fortnight.
Reports To	Director of Corporate and Community Services
Grade	G9/10 Indicative Salary Range (FTE)
Date revised	31/10/12

Position Summary

Coonamble Shire Council is committed to the development and delivery of quality local government services, including cultural and lifestyle enhancement opportunities to ratepayers, residents and visitors to the area.

Council is positioning itself to continue to effectively optimise funding opportunities from all external sources i.e. Federal and State Governments and the private sector. These opportunities should result in improvement to infrastructure.

This role works with Council staff, government and non-government organisations, community networks and agencies, service providers, cultural institutions, the Arts, sporting, business and other groups to access, and where necessary to source and acquit grants funding

Objectives

To source and facilitate successful funding and grant applications for the provision of Council services and local community projects. Build the capacity of both Council and the wider community to enable the development and acquittal of future grant and funding applications.

Key Accountabilities	Performance Indicators
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<p>Under general direction, responsible for:</p> <ul style="list-style-type: none"> ▪ Identifying available grants, funding opportunities, philanthropic trusts, sponsorships and other sources of funds for both Council and community groups. ▪ Identifying appropriate Council and community projects which may be eligible for funding, advise potential internal and external benefactors and assist with applications. ▪ Preparing quality grants and funding submissions and assisting others with process, including research and analysis to support funding applications. ▪ Completing or assisting with Agreement, compliance, monitoring and acquittal processes. ▪ Arranging appropriate execution of Council grants and funding documentation and complete reporting requirements. ▪ Build capacity for Council Officers and local organisations to access funding for community based projects and initiatives ▪ Networking with potential clients to ensure awareness of the guidance and support available, both internally and external to Council. ▪ Maintaining a database of sources and resources for both the Council and community groups. ▪ Delivering agreed outcomes on time, with best practice and minimal exposure to risk, apply quality assurance. ▪ Obtaining Council approvals, through management, when necessary. ▪ Participating in financial, accounting and budgeting processes as required. ▪ Any other duties as directed by Director of Corporate and Community Services. 	
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Core Capabilities & Selection Criteria

Ability to manage the 'technical aspects of the position as outlined in the key accountabilities for this position and technical requirements.

Ability to think strategically and with common sense.

Ability to achieve results with a businesslike approach.

Ability to develop productive working and interpersonal relationships, including team, negotiation and conflict handling skills.

Demonstrated drive and integrity

Ability to communicate effectively (Oral and written skill)

A sound knowledge of the need to work safely, including WH&S and good environmental awareness

Cultural awareness and sensitivity towards equity and diversity.

Technical Requirements	Personal Attributes
<p>Essential Requirements:</p> <p>Relevant tertiary qualifications at Degree / Diploma level in a relevant area</p> <p>Demonstrated experience and achievement in a Grants Officer or similar role (3-5 years).</p> <p>Experience in writing grant submissions and successfully obtaining grant funding.</p> <p>Demonstrated ability to use MS Word, Excel and Outlook</p> <p>Sound time management and organisational skills.</p> <p>Strong report writing skills and high level of literacy.</p> <p>Ability to meet deadlines</p> <p>Ability to work and communicate with people from diverse backgrounds</p> <p>Knowledge of Local Government and ability to work effectively with community groups and other stakeholders.</p>	<p>Essential Requirements:</p> <p>Australian resident or equivalent or holding a visa allowing employment in Australia</p> <p>Sufficiently fit to carry out any safety drill or rescue duty that may arise.</p> <p>Ability to adapt to change</p> <p>Excellent interpersonal, negotiation and team skills</p> <p>Desirable Requirements:</p>

<p>Class C Driver's License.</p> <p>Desirable Requirements:</p> <p>A high level of attention to fine detail</p> <p>Ability and commitment to working in a team environment</p> <p>Experience working with community groups and stakeholders</p> <p>Completion of relevant short training courses and certificates.</p>	
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Organisational Relationships and Delegations
<p>Corporate & Community Services Team</p> <p>All Council Departments</p> <p>Community groups and relevant stakeholders</p> <p>Delegations: As advised.</p>

I acknowledge and understand the requirements of the role as contained within this Position Description.

Signed:

Name:

Date: