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# Grants Officer

Position description

September 2021

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Northern Grampians Shire Council  
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## CONTACT US

-  [ngshire@ngshire.vic.gov.au](mailto:ngshire@ngshire.vic.gov.au)
-  [www.ngshire.vic.gov.au](http://www.ngshire.vic.gov.au)
-  (03) 5358 8700
-  PO Box 580 Stawell VIC 3380

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## Position description

<b>Position title</b>	Grants Officer
<b>Classification</b>	Band 5
<b>Division</b>	Office of the CEO
<b>Department</b>	Government Relations, Engagement and Advocacy

## Our organisation

Northern Grampians Shire Council values community spirit, innovation and collaboration. We have implemented a flexible approach to working arrangements and locations that operates on the Microsoft Platform and, where possible, we are upgrading our systems to be cloud-based. This improves efficiency and equips our employees to undertake their roles effectively and efficiently whether they are working in the office or in other locations.

## Position objectives

The position provides assistance in seeking, securing and coordinating management of external funding in order to meet community needs, council plans and strategies, and improve the council's financial sustainability, while meeting government policy objectives and directions.

## Key responsibility areas

- Assist in all aspects of the grant funding life cycle including grant application development, execution, and milestone management.
- Administer grants awarded to council, including records management, data entry and grants register maintenance.
- Work collaboratively with internal stakeholders to write high quality grant submissions for projects identified in council plans, strategies, masterplans, and other key organisational documents.
- Assist project owners/managers with grant reporting requirements, including review of draft reports for quality, consistency and compliance grant guidelines and funding agreements.
- Work with the Finance Team to establish account codes, facilitation of invoices, payment receipting and provision of independent audited acquittals as required.
- Communicate grant income, receivables, unearned income and unspent grant matters to the Coordinator Financial Services for appropriate budgetary and EOFY accounting treatment
- Perform, as directed, other duties that are within the limits of the incumbents' skill, competence, and training.

## Corporate responsibilities

All staff will:

- ensure that Council's Code of Conduct is adhered to at all times
- adhere to Council's OH&S, equal opportunity and risk management policies, procedures and work practices as well as act in accordance with the Charter of Human Rights.
- ensure that information about the activities and direction of the role are communicated to managers and staff within the organisation.
- ensure all organisational reporting, Council and management meeting requirements are completed accurately and on time.
- ensure Council's document management and customer-tracking systems are utilised and correspondence is actioned within required time frames.

## Organisational relationship

Reports to	Coordinator Funding Strategy
Manages	N/A
External relationships	Local business, contractors, public, government departments, other service providers
Internal relationships	All council employees

## Accountability and extent of authority

This position is accountable for:

- assisting in the development, support and implementation of grant management activities.

This position has the authority to:

- provide support and assistance where the freedom to act is governed by clear guidelines and with regular reporting to the Coordinator Funding Strategy
- maintain accurate and up to date records in a timely manner.

## Judgement and decision making

- Judgement is exercised within the framework of policies, established administrative practices and departmental procedures but initiative is required to determine efficient process completion.
- Exercise judgment and discretion regarding confidential issues.
- Guidance and advice from senior staff is always available.

## Specialist skills and knowledge

- Developed skills in the research, administration and acquittal of grants.
- Understanding of the long-term goals of the business unit and an appreciation of the goals of the wider organisation in supporting grant funding opportunities.
- Understanding of the political context regarding funding and project decision making.

## Management skills

- Highly developed organisational skills which ensure identification of key tasks and stakeholders and the ability to follow up actions.
- Demonstrated ability to plan and prioritise work to achieve specific and set objectives within the available resources and meet deadlines.

## Interpersonal skills

- Ability to gain co-operation and assistance from internal and external stakeholders in the administration of grant life cycles.
- High level oral and written communication skills, including an ability to produce and review professional reports.
- Capacity to develop networks with key staff groups within Council and relevant external organisations

## Qualifications and experience

- Relevant tertiary qualifications in business, project management or less formal qualifications with relevant experience and skills.
- Demonstrated experience working as part of a team to support delivery of projects.
- Understanding of and skills in the research, analysis and administration of grants, funding or project management.

## Selection criteria

1. Demonstrated experience in budgeting, project management and administration
2. Demonstrated ability to collaborate with internal and external stakeholders to support administration of specific projects
3. Well-developed written and verbal communication skills

4. Demonstrated experience in research, analysis, report writing, presentation preparation and communication material creation
5. Relevant tertiary qualifications in business, project management, community development or less formal qualifications with relevant experience and skills.

### Conditions of employment

Conditions of employment are in accordance with the *Northern Grampians Shire Council Enterprise Agreement Number 8 – 2018* and Northern Grampians Shire Council policies and procedures.

**Qualifying period** - All Council appointments are subject to a minimum period of employment (“qualifying period”) of six months.

**Driving licence** – The incumbent must hold a current driver's licence which allows them to drive within Victoria.

**Medical examination** - All appointments may be required to undertake a satisfactory pre-employment medical examination at Council’s expense.

**Working with Children Check** - The incumbent must hold a current Working with Children Check.

**Police Check** - All appointments are subject to a satisfactory National Police Record Check.

**Workcover arrangements** - As a condition of appointment to this position, the appointee must disclose pre-existing illnesses or injuries prior to employment and may be required to undertake a medical examination with a Registered Medical Doctor; failure to do this may remove the appointee’s entitlement to any future Workcover compensation.

### Document review

Date Approved/reviewed	September 2021
Prepared by	Coordinator Funding Strategy
Approved by	Chief Executive Officer

### Employee Signature

[acceptance\_status] [acceptance\_date]

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[candidate\_name]