

## POSITION DESCRIPTION

1. POSITION DETAILS			
<b>Position Title</b>	Grants Manager	<b>Designation and Classification Level</b>	Level 8
<b>Position No</b>		<b>Division</b>	Corporate Services & Sustainability
<b>Business Unit</b>	Grants	<b>Reports To</b>	General Manager – CSS
<b>Location</b>	Katherine	<b>Date Created</b>	30 November 2022
2. POSITION CONTEXT			
<b>Position Summary/ Purpose</b>	<p>The Grants Manager works across the entire organisation &amp; key external stakeholders to manage the entire lifecycle of grants supporting Council Services and Infrastructure. The Grants Manager works with each division to seek out funding opportunities that align with strategic goals and community aspirations. Full financial and performance compliance with grant guidelines will be managed by the Grants Manager and support to divisional areas will be provided to maximise integration of high performance, as an ongoing focus.</p>		
3. KEY RESPONSIBILITIES			
<p><b>1. Service Delivery, Planning and Monitoring</b></p> <ul style="list-style-type: none"> <li>Develop and implement systems to ensure that Council delivers high performance against grant funding obligations.</li> <li>Coordination of engagement and education of Managers and Coordinators that oversee the delivery of funded programs. Develop and implement systems to ensure effective flow of information to and from divisions on grant obligations and opportunities.</li> <li>Work collaboratively across all divisions including service delivery, Finance and Human Resources to develop budgets, employment contracts and any other relevant corporate services mechanisms that align with grant funding.</li> <li>Work collaboratively with all divisions to identify barriers in service delivery and broker innovative solutions to overcome these.</li> <li>Maintain positive relationships with funding bodies by working collaboratively to advocate council funding needs and providing transparent information regarding performance challenges and offering potential solutions to barriers for these.</li> <li>Ensure timely performance and financial reporting throughout the year in line with grant conditions.</li> <li>Liaise with Auditors and finance team to ensure accurate annual acquittals are prepared and audited with grant timelines</li> <li>Management of the Grants team, inclusive of the Grants coordinator position.</li> <li>Provide timely and accurate reports to Council, and relevant committees.</li> </ul> <p><b>2. Organisational Sustainability</b></p> <ul style="list-style-type: none"> <li>Liaise with all divisions and Council to have comprehensive understanding of strategic goals, objectives, projects and community aspirations.</li> <li>Maintain comprehensive currency of all grant opportunities available from Government and non-government sources.</li> <li>Prepare grant applications in collaboration with divisional representatives.</li> <li>Develop ongoing positive relationships with Governments agencies at both Federal and NT Levels &amp; keep key decision makers apprised on Council's funding needs.</li> </ul>			

### 3. Quality and Continuous Improvement

- Develop, plan, and implement internal auditing against all aspects of grant compliance. Analyse results and work with divisions to implement an ongoing system of quality improvements.
- Proactively seek feedback from current and potential funding bodies on applications and grant performance. Implement systems to incorporate this feedback into quality improvement processes.

### 4. Work Health and Safety (WHS)

All Council staff have a duty of care and a legal obligation to ensure that they:

- Undertake work in a manner that is not harmful to their health and safety or the health and safety of others
- Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System
- Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements
- Attend and actively participate in WHS and other mandatory training
- Monitor workplace conditions and report:
  - Ideas which may improve health and safety
  - Any work related or personal injury or illness (where it may affect their ability to work safely)
  - Any work-related incident they witness, including bullying and harassment
  - Hazards and incidents including any malfunction or inadequacies of equipment
  - Correct minor hazards as applicable.

## 4. SELECTION CRITERIA

### ESSENTIAL

1. Tertiary qualifications in Business Administration, Commerce, Grants Administration, Project Management and or Government Administration.
2. Comprehensive grants management experience, encompassing complex and various grant income streams.
3. High level written and verbal communication skills involving stakeholders from diverse backgrounds.
4. Experience in working in remote Aboriginal Communities with demonstrated cultural competence.
5. Internal compliance experience inclusive of developing and implementing an internal auditing schedule and quality improvement processes.
6. Experience in working in a highly accountable environment, with demonstrated outcomes in maintaining compliance with various legislative requirements, code of conduct and organisational policies.

### DESIRABLE

1. Local Government experience.

### MANDATORY REQUIREMENTS

1. Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship).
2. Current Criminal History Check (issued within three (3) months) or undertake Criminal History Check prior to commencement of employment and renew as required throughout period of employment, or as per the Criminal History Check Policy.
3. Current Northern Territory "C" Class Drivers Licence with manual driving capacity.
4. Current Working with Children Clearance (OCHRE Card) required at the commencement of employment or a current receipt of an application for an exemption to be approved by SAFE NT.

**TRAVEL REQUIREMENTS**

This position is based in Katherine and you may be required to travel and work in remote communities, including overnight stays, in the Roper Gulf Regional Council area.

**5. ACKNOWLEDGEMENT**

<b>General Manager</b>	<b>Cindy Haddow</b>	<b>Date Approved: 28/12/2022</b>	<b>Signature:</b> 
<b>Employee Name</b>		<b>Date:</b>	<b>Signature:</b>