

## POSITION DESCRIPTION

1. POSITION DETAILS			
<b>Position Title</b>	Grants Coordinator	<b>Designation &amp; Classification Level</b>	Level 6
<b>Position No</b>	1015	<b>Division</b>	Corporate Services & Sustainability
<b>Business Unit</b>	Financial Management and Planning	<b>Reports To</b>	Grants Manager
<b>Location</b>	Katherine	<b>Date Created</b>	October 2021
2. POSITION CONTEXT			
<b>Position Summary/Purpose</b>	<p>The Grants Coordinator assists the Council meets its corporate governance and financial responsibilities by:</p> <ul style="list-style-type: none"> <li>• Ensuring the Council obtains sufficient levels of grant funding to enable the Council to meet its service delivery obligations.</li> <li>• Maintaining positive relations between Roper Gulf Regional Council and funding bodies.</li> </ul>		
3. KEY RESPONSIBILITIES			
<p><b>Grants Administration</b></p> <ol style="list-style-type: none"> <li>1. Liaise with Executive Management Team and other Managers to clarify the amount of grant funding required to support the annual Business Plan and Strategic Plan.</li> <li>2. Liaise with Managers to identify potential sources of grants and sponsorship</li> <li>3. Liaise with Managers to compile information for grant or sponsorship applications.</li> <li>4. Prepare grants and sponsorship applications.</li> <li>5. Clarify contractual obligations of each successful grant funding and sponsorship agreement.</li> <li>6. Communicate contractual obligations and other requirements of individual grant funding agreements to relevant staff.</li> <li>7. Maintain grant administration systems to ensure compliance with grant funding contractual obligations.</li> <li>8. Work with the relevant Managers and the Finance department to compile and submit grant acquittals.</li> <li>9. Monitor and document compliance with grant funding contractual obligations.</li> <li>10. Where compliance is not being achieved, communicate the issues to the relevant Managers and report to the General Manager.</li> <li>11. Contribute to the development of remedial action plans when compliance is not evident or does not fully meet the obligations.</li> <li>12. Contribute to the development of policies and procedures that will improve grant administration and compliance.</li> <li>13. Monitor and report on the effectiveness of grant activities, according to the Council's Strategic Plan.</li> <li>14. Ensuring financials are submitted on time and coordinating special purpose audit for grant programs with auditors</li> </ol> <p><b>Work Health and Safety (WHS)</b></p> <ol style="list-style-type: none"> <li>15. All Council staff have a duty of care and a legal obligation to ensure that they: <ul style="list-style-type: none"> <li>• Undertake work in a manner that is not harmful to their health and safety or the health and safety of others</li> <li>• 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</li> <li>• Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements</li> <li>• Attend and actively participate in WHS and other mandatory training</li> </ul> </li> </ol>			

- 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. Diploma in Finance, Business Administration, Contract Management or related discipline and/or a minimum of two years equivalent experience
2. Demonstrated ability to secure and administer substantial levels of grant funding from multiple sources.
3. Experience in consultation, networking and negotiation with and reporting to government agencies and non-government organisations.
4. Well-developed research skills.
5. Strong written and verbal communication skills and interpersonal skills.
6. Ability to establish priorities and to plan, coordinate and monitor own work plan with strong attention to detail.
7. Knowledge of business and financial planning and reporting principles and practices including the importance of compliance.
8. Advanced computer skills, especially with Microsoft Word and Excel.
9. Sound understanding of historical and contemporary issues impacting on Indigenous people in the Northern Territory.


##### DESIRABLE

1. Experience in a similar position within the Local Government sector, or in a similar setting.
2. Experience working successfully in a cross-cultural environment.
3. Previous experience working in finance-related positions.

##### 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.

#### 5. ACKNOWLEDGEMENT

<b>A/GENERAL MANAGER</b>	<b>Garry Giles</b>	<b>Date Approved: January 2025</b>	<b>Signature:</b> 
<b>Employee Name</b>		<b>Date:</b>	<b>Signature:</b>