



## POSITION DESCRIPTION FORM

File No: PDF-F0197250

### POSITION IDENTIFICATION

Title:	Grants Officer	Level:	Level 6
Service Unit:	Place & Community Engagement	Award:	Local Government Industry Award 2020 Industry Award
Directorate:	Sustainable Development	Date Effective:	1 January 2021
Reporting to:	Place and Community Engagement Team Leader	Date Last Reviewed:	1 December 2023

### PURPOSE OF POSITION

- To contribute to the advancement of the Shire's strategic projects through the identification of, and application for, grants and sponsorships.
- To contribute to building a positive image within the community by maximizing grant and sponsorship opportunities while ensuring compliance with the corporate brand and values across marketing collateral.
- To work with the Place & Community Engagement team and other Council staff to achieve community development and engagement outcomes as adopted by Council.

### SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Manage the Shire's grant funding processes including the identification and monitoring of new and existing funding programs to maximise alternative revenue for the Shire; preparation of detailed funding submissions for priority strategic projects; and the submission of grant reports and acquittals
- Engage with internal departments and provide grant writing expertise on priority projects requiring funding across the organisation.
- Develop compelling content suitable for State and Federal Government audiences and other potential funding bodies to support investment in strategic projects within the Shire; and collaborate with the Promotions Officer on the creative design of these publications.
- Collaborate and work with internal stakeholders to promote the Shire's priority projects and advocate to funding bodies.
- Develop and implement a corporate sponsorship policy and strategy to maximise opportunities for projects, events, facilities and services.
- Build and maintain strong long-term strategic partnerships with funding bodies and corporate sponsors.
- Lead the negotiation of sponsorship benefits to maximise benefits for both the Shire and the sponsors, and ensure that obligations are adhered to including recognition, branding and other negotiated benefits.
- In the absence of the Communications Officer – Media, and/or in the event of an emergency situation, develop and manage effective communication strategies across the Shire's media platforms.
- Prepare reports and presentations to Executive and Council on grant opportunities, applications and outcomes.

## SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Assist in the development of project plans, proposals and budgets.
- Any other duties as directed by the line supervisor / manager.
- Undertake on the job and off the job training as required to develop the necessary knowledge for the position.
- Assist the Place and Community Engagement Team with community engagement activities where requested. Activities including but not limited to; events, place making and activation, cultural development, arts, heritage, accessible and inclusive communities, community and event grants, sourcing external funding, and community engagement.

## ORGANISATIONAL RELATIONSHIPS

Responsible for: Nil.

Internal Relationships: All Shire of Dardanup employees and Elected Members.

External Relationships: Federal and State government agencies, other local government authorities, community groups and organisations, private sector stakeholders.

## POSITION DIMENSIONS

Work Location: Eaton Administration Centre.

Delegated Authority: Not Applicable at this level.

Driving Requirements: C (Car) or CA (Car Automatic) class motor vehicle licence (preferable).

## EXTENT OF AUTHORITY

This position operates under direction of the Place and Community Engagement Team Leader within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

## CORPORATE ACCOUNTABILITIES

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest;
- Comply with Council's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Maintain obligations described within the Shire's Customer Service Charter.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.

## CORPORATE ACCOUNTABILITIES

- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council’s WHS policies and Work Health and Safety legislation.
- Employees shall cooperate with the Shire of Dardanup in the carrying out of the obligations imposed on the Shire under Work Health and Safety legislation.
- Provide an ongoing commitment to risk, emergency management and business continuity principles.
- Employees shall demonstrate the Shire’s Values “Trust, Respect, Accountability, Customer/Community, Excellence, Support” within the workplace.

## VALUES

<b>T</b> RUST	<b>R</b> ESPECT	<b>A</b> CCOUNTABILITY	<b>C</b> USTOMERS & <b>C</b> OMMUNITY	<b>E</b> XCELLENCE	<b>S</b> UPPORT
 <p>"We are committed to showing confidence and belief in each other and ensuring we do what we say we will do."</p>	<p>"We are committed to recognising and acknowledging each person's unique contribution."</p> 	 <p>"We are committed to transparency, good governance and accept responsibility for our actions."</p>	<p>"We are committed to providing a positive experience for our customers and our community."</p> 	 <p>"We are committed to being the best we can be within the organisation."</p>	<p>"We are committed to being a true team."</p> 

## SELECTION CRITERIA

- Essential:
1. Demonstrated experience in the preparation of successful grant and sponsorship submissions.
  2. Ability to accurately prepare and present information in business case and funding submission formats.
  3. Highly motivated, results-orientated, and innovative thinker.
  4. Sound research, knowledge gathering and analytical skills.
  5. Demonstrated communications skills with the proven ability to develop persuasive presentations and articulate clearly on complex and strategic issues.
  6. Strong time management and organisational skills with the capacity to work independently and manage priorities.
  7. Ability to accurately process and prepare documentation using a range of Microsoft Office programs.

## SELECTION CRITERIA

- Desirable:
1. Hold or be well advanced in tertiary studies in Business, Commerce or Project Management.
  2. Knowledge of local government responsibilities, processes and procedures.