


<div data-bbox="319 224 542 448" style="background-color: #0070C0; color: white; border-radius: 50%; width: 140px; height: 100px; display: flex; align-items: center; justify-content: center; margin-bottom: 20px;"> Role Title </div> <div data-bbox="343 481 518 638" style="background-color: #A0C0E0; border-radius: 50%; width: 110px; height: 70px; display: flex; align-items: center; justify-content: center; margin-bottom: 20px;"> Group </div> <div data-bbox="231 1758 391 1870" style="text-align: center;">  </div> <div data-bbox="199 1870 406 1899" style="font-size: 10px; font-weight: bold;">Clarence... a brighter place</div>	Role Title	Grants Administrator Role Description	
	Group	Finance	
	Incumbent	Vacant	
	SIGNATURE:		
	DATE:		
	Chief Financial Officer	Jane Murrell	
	SIGNATURE:		
	DATE:		
	Chief Executive Officer	Ian Nelson	
	SIGNATURE:		
DATE:			

Position Number:	Development Date: March 2024
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Finance Group Objectives

To exercise active stewardship in the strengthening of the City's finances through:

- Implementing sound financial planning strategies.
- Developing and monitoring annual plans and budgets consistent with council's Strategic Plan.
- Developing and implementing internal systems that ensure monitoring and measurement of financial performance.
- Implementing systems that minimise the council's exposure to financial risk.
- Ensuring appropriate financial resourcing.
- Considering opportunities for more direct user payment for services and programs.
- Optimising use of Council's assets.

Essential Duties and Responsibilities

The Grants Administrator is responsible for the day-to-day operations of grants received or provided by council.

- Identify grant opportunities to fund projects from council's long term capital program as well as support for operational projects.
- Work with managers and teams providing advice and guidance on financial aspects of grant applications and coordinate all external grant applications submitted by council and act as the first point of contact for external funding issues.
- Maintain a database of available grants, as well as scanning for new opportunities and updating the database accordingly.
- Responsible for the proper management of a grants register which ensures council complies with all funding agreements and meets all necessary milestones, regarding claims, payments and reporting requirements.
- Track external funded projects to monitor budgets and acquittals.
- Monitor external funding applications and deliver success rates and trends to provide performance information to the Executive Leadership Team.
- Completion of the Annual Grant Funding Accountability Report.
- Coordinating all submissions, applications and returns to the Local Government Grants Commission.
- Coordinate Local Roads Community Infrastructure and Roads to Recovery programs:
 - Completion of quarterly and annual reporting requirements - including management of the annual audit process.
 - Manage and ensuring the ongoing eligibility of projects nominated for grant funding.

- Management of future applications for grant funding.
- Coordinate all grant applications received by council, ensuring compliance with council grant guidelines (Grants and Sponsorship Policy 2023), by working with external applicants, council offices and management.
- Develop any new grant procedures and new grant possibilities that council may be able to provide to community groups in the future.

The essential duties and responsibilities of the role are outlined above, however a worker may be directed to carry out such duties and tasks as are within the limits of the worker's skill, competence and training.

Compliance Obligations

All Workers must:

- Comply with all reasonable and lawful directions.
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace.
- Comply with policies and procedures as amended from time to time (policies and procedures are not incorporated into the contract of employment), including but not limited to council's:
 - Customer Service Framework and Charter.
 - Procurement Policy and Code for Tenders and Contracts.
 - Fraud Policy.
 - Workplace Behaviour and Code of Conduct Policies.
 - Work Health and Safety Policy and Procedures.
- Perform all duties to the best of their ability at all times.

Authority and Delegations

The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

Organisational Relationship

The Grants Administrator is a member of the Finance Group and reports to the Manager Financial Services.

Salary Range

This position is covered by the Clarence City Council Enterprise Agreement #11/2021, or any subsequent agreement.

The position has been sized at Pay Point 25.

Selection Criteria

Essential

- Extensive experience in grant and/or project management with sound knowledge and experience in, sourcing, planning, implementing, and evaluating funding for projects including the coordination of grant applications.
- An understanding and knowledge of council's grants and sponsorship policy 2023 (or its successor).
- Initiative, a pro-active approach to work and a commitment to ongoing professional development.
- Strong time management and organisational skills, demonstrating an ability to prioritise workloads and meet competing deadlines.
- An ability to work effectively in a team environment and contribute toward team outcomes.
- Adaptable and resilient, with experience working through challenges, and an ability to persist in the face of significant, complex challenges.
- Well-developed interpersonal skills including negotiation and the ability to adjust communication and tactics or priorities in response to the organisation or audience requirements.

Desirable

- Ability to use relevant computer systems such as smartygrants and TechOne.
- Diploma in Finance, Business Administration or related discipline and/or a minimum of two years equivalent experience.

Screening Checks

Appointment will be conditional upon a satisfactory:

- National Police Check YES / NO
- Working with Vulnerable People Check YES / NO
- Medical Check YES / NO
 - Sitting posture for prolonged periods.
 - Lifting and carrying office equipment (about 15kgs).
 - Operating computers.