



Murrindindi
Shire Council

Position Description

Grants Officer

Professionalism Integrity Accountability Empathy





Murrindindi 2030 Vision

We are sustainable, vibrant and resilient.

We focus on growing our business opportunities.

Our communities are safe and connected, enjoying a healthy and productive lifestyle within our wonderful natural environment.

POSITION TITLE

Grants Officer

JOB NUMBER

459

CLASSIFICATION

Murrindindi Council Enterprise Agreement
Band 7

SIGNATURE

GROUP

Community & Development

DEPARTMENT

Community Wellbeing

APPROVED BY

Manager Community Wellbeing

DATE

October 2024

Position Overview and Objective

The Grants Officer works across the organisation providing strategic direction, leadership and direct delivery of functions associated with identifying, securing and administering of grant funding.

The Grants Officer is responsible for maximising the level of external funding received by Council for infrastructure and services from other levels of government and other stakeholders. The role works closely with project managers to facilitate project planning, research, and stakeholder engagement to ensure successful applications including grant administration.

The Grants Officer also provides specialist advice, tools, and support to business units operating grants programs. This role ensures funded programs are targeted, maximise community benefit and are equitable for all stakeholders by applying effective governance and probity.

The Grants Officer must be able to convert grant opportunities into funding for Council objectives, exercise excellent time management, collaboration, continual improvement, negotiation and community building skills; and be confident in representing Council to a broad range of community members.

Key Responsibilities

Manage the program seeking external grant funding

- Lead and coordinate the development, implementation and evaluation of a comprehensive whole of organisation grant strategy to support Council's long and short-term objectives, and to maximise grant revenue.
- Identify, research, and inform Business Units of external funding opportunities aligned to the Council's delivery program and other relevant Council strategies and plans.
- Play a leading role in the research, prioritisation, approvals, development, and reporting for external funding applications, including project business cases and financial planning.
- Enhance relationships with relevant government departments and funding bodies to support advocacy for priority projects and attract funding for Murrindindi.
- Produce and present reports for management, Council and funding bodies on grant programs, including managing a grant register.
- Develop, maintain, and continuously improve systems and processes to ensure appropriate administration of successful grant projects is undertaken, including reporting, financial and acquittal procedures.
- Continually update understanding of key community issues to build into grant strategy, and support community capacity with grant seeking capabilities.

Support the strategic management of outgoing grant programs

- Provide specialist advice for the development, implementation and evaluation of policies, frameworks, processes, tools, and quality assurance for grant program owners.
- Provide specialist advice for the development of grant guidelines and the operation of grant programs.
- Act as a probity advisor on outgoing grant programs ensuring transparency and consistency of approach.
- Annually review outgoing grant programs and be a resource for lessons learned and best practices.
- Build community capacity to successfully apply and manage grant funding within Council's outgoing grants program.

Organisational Relationship

Reports to: Manager Community Wellbeing

Supervises: Nil

Internal Relationships: Executive Management Team
Leadership Team
Council Employees

External Relationships: Community groups and stakeholders
State and Federal Government departments
Philanthropic grant providers

Key Selection Criteria

- A strong track record of successful funding applications that contribute to agreed strategic goals and the community.
- Significant practical experience in liaising with, influencing and working with a variety of community groups and external organisations.
- Demonstrated sound interpersonal skills and ability to coach, influence and work as part of a team.
- Significant experience with electronic systems, applications and software in particular for the management of multiple and complex projects.
- Demonstrated analytical, conceptual and problem-solving skills with a high degree of initiative and flexibility.
- Deep understanding and skills in project management methodology (preferred but not mandatory)
- Relevant tertiary qualifications and/or significant practical experience in community development, grant management and / or project management.

Essential Position Requirements

The following section outlines requirements specific to this job.

Enterprise Agreement Ordinary Hours and Days Clause 16.2	"All" employee
Drivers Licence / Ability to travel	Required to enable travel to different sites (including within and outside the municipality) to undertake the requirements of the role
Physical Requirements	Physical requirement associated with an office based role
Psychological Requirements	All roles at Council have a public accountability and at times will be required to meet specified deadlines, general workload and completion demands and deal with some change that may be beyond the individual's personal control.
Checks	<p>Police / Criminal Record Check Yes – on commencement and during employment by self-disclosure obligation.</p> <p>Evidence of rights to work in Australia Required</p> <p>Working with Children Check Not required for this role</p>
Matters relevant to the above checks	Access to money, assets or other financial approvals
Information Technology Literacy	Well-developed knowledge and experience in computer literacy, using Microsoft Suite and other computer programs relevant to the position.
Work location conditions	Hybrid - In accordance with Flexible Work Policy
Outside ordinary hours of work	No regular requirement to work outside, after-hours, on weekends or public holidays
Qualifications / Registrations / Licences / Memberships	As per key selection criteria

Band 7

Accountability and extent of authority	<ul style="list-style-type: none"> Manage resources and/or provide advice to or regulate clients and/or participate in the development of policy. Where supervising resources follow policies, objectives, and budgets with a regular reporting to ensure goals and objectives are met. Decisions and actions may have a significant effect on the programs or projects being managed or on the public perception of the wider organisation. Where providing specialist advice to clients or to regulate clients, act subject to professional and regulatory review. The impact of decisions made or advice given may have a substantial impact on individual clients or classes of clients. If the role is primarily involved in policy development, then work will include investigation, analysis or creativity with ability to act generally prescribed by a more senior position. The quality of the work can have a significant effect on the policies which are developed. Input into policy development within area of expertise and/or management.
Judgment and decision making	<ul style="list-style-type: none"> Undertake problem solving. Work has specialised methods, procedures and processes developed from theory or precedent. Problem solving process comes from applying established techniques to new situations and recognising when established techniques are not appropriate. Guidance is not always available within the organisation. Where policy formulation is required, the primary challenge will be intellectual and requiring the identification and analysis of an unspecified range of options before a recommendation can be made.
Specialist knowledge and skills	<ul style="list-style-type: none"> Proficient in the application of a theoretical or scientific discipline in the search for solutions to new problems and opportunities. Where policy formulation is required, analytical and investigative skills are required to identify policy options from within a broad organisation-wide framework. Understand long term goals of the wider organisation and of its values and aspirations and the legal and political context in which it operates. Knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures may be required.
Management skills	<ul style="list-style-type: none"> Manage time, set priorities and plan and organise own work and that of supervised employees to achieve set and specific objectives. Set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures Understand and implement human resource policies and practices including awards, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employees development schemes. Contribute to the development and implementation of long term staffing strategies.
Inter-personal skills	<ul style="list-style-type: none"> Gain co-operation and assistance from clients, members of the public and other employees in the administration of broadly defined activities and to motivate and develop employees. Liaise with their counterparts in other organisations to discuss and resolve specialist problems and with other employees within their own organisation to resolve intra-organisational problems.
Qualifications and experience	<ul style="list-style-type: none"> Degree or diploma course with several years of subsequent relevant experience. May also have acquired experience through higher formal qualifications either in the field of specialist expertise or in management, together with a shorter period of experience. Or may have acquired through less formal qualifications with extensive relevant experience.



Murrindindi Shire Council acknowledges that Murrindindi Shire exists on Taungurung and Wurundjeri Woi-wurrung Country. We hereby express our respect for the Taungurung people and the Wurundjeri Woi-wurrung people of the Kulin Nation as the Traditional Owners of the land that encompasses Murrindindi Shire.

Organisational Responsibilities

Code of Conduct - comply with and foster an environment where every employee can consistently meet the standards of behaviour that are outlined in the Code of Conduct. Report and address matters or concerns in a timely and appropriate manner.

Values – demonstrate and model Council's values in all aspects of your role. These values are Professionalism, Integrity, Accountability and Empathy.

Customer Service – deliver excellent service at all levels including internal and external service delivery. Engage with customers and meet community expectations in ways that foster a positive experience and deliver services using simplified but effective processes.

Diversity, Equity and Inclusion – create a psychologically safe culture where everyone feels respected, heard, included and free to speak up.

Safeguarding children, young people and vulnerable community members – promote safeguarding actions, model expected behaviours, speak up and act, and foster communities that are safe and free from violence.

Workplace Health, Safety and Wellbeing – model and set expectations to ensure safe work practice and methods for all. Follow OHS policies and procedures, immediately report and take appropriate action regarding all hazards and incidents. Work in a manner that is safe for you or all others. Use personal protective equipment clothing or equipment (PPE), reduce risks and only perform safe tasks for which you are capable, competent, appropriately trained and where applicable licenced.

Environment & Sustainability – Champion sustainability and make associated behaviour changes that foster environmental protection and sustainability in all that Council does. Create positive impacts on the environment, including energy and water efficiency, recycling and avoiding waste, zero carbon transport and sustainable procurement.