



Northern Peninsula Area Regional Council

Employment opportunity

Grants Officer

Employment opportunity

The Northern Peninsula Area Regional Council's mission is to support the provision of high standard local government services and economic growth of the Northern Peninsula Area through the sustainable use, development and management of land, water and native vegetation resources, whilst protecting the rights and interests of both the individual and the communities.

Northern Peninsula Area Regional Council is seeking an experienced **Grants Officer** to join the Finance and Corporate Services Department.

The Grants Officer is responsible for sourcing and preparing high quality funding and grant applications to leverage Council's existing funding for infrastructure services and projects. This position is also responsible for coordinating, assisting with and preparing milestone and progress reports for grant-funded projects in accordance with funding body requirements and the direct supervision of the Grants Administration Officer.

In this role you will have the opportunity to:

- Develop, maintain, and undertake grant administration in accordance with Council procedures.
- Prepare quality grant, subsidy or sponsorship applications for appropriate Council projects or services to ensure Council's opportunities to obtain external funding are maximised.
- Identify available funding opportunities and maintain a database of sources of information regarding grant funding.
- Work with council executives to identify appropriate projects or services that are eligible for grant application.
- Develop and maintain relationships with council executives and council managers, government agencies and other key stakeholders in respect to grant management.
- Establish, coordinate and lead grant control groups to monitor performance with the funding agreements and provide grant funded project update reports for project managers and executive managers as required.
- Establish and maintain a grant control database and ensure it is kept up to date with correct information.
- Establish, maintain, and monitor a grants important dates calendar and assist managers in preparing and submitting timely milestone reports to funding bodies.
- Assist managers to effectively cost capture for eligible costs as per grant agreements.

- Assist in ensuring funding bodies online grant management portals such as eGrants are kept update.
- Assist the finance team to prepare and submit timely financial reports and acquittals to funding bodies.
- Provide input into grant budget development and assist in the monitoring and reporting of income and expenditure against approved grant budgets.
- Ensure all grant related documentation is appropriately recorded in Council's record keeping system.
- Prepare other reports to Council where required.
- Supervision of direct reports
- Perform other duties as required.

In return for your valued contribution, you will be rewarded with:

- Fulltime – Fixed term 3-year Contract
- \$77,828.74 - \$95,102.68 per annum, plus superannuation
- 36.25 hours per week
- 5 Weeks Annual Leave
- 15 Days sick leave per annum
- Cultural Learning and development opportunities
- Employee Assistance Program

The successful applicant will have:

Essentials

1. Well-developed interpersonal, written, and oral communication skills including the ability to build relationships with a range of internal and external stakeholders.
2. Demonstrated effective problem-solving skills and ability to develop solutions.
3. Proven ability to prioritise and work effectively under pressure and meet deadlines.
4. High level of competency in Microsoft Office software including Outlook, Word, and Excel.
5. Experience or ability to obtain knowledge in the use of an electronic record system and use of a financial software to generate reports.
6. Ability to work both independently and as part of a multidisciplinary team.
7. Ability to research, assess and interpret information including funding program guidelines and be able to identify documents to support quality funding applications.

Desirable

8. Proven experience in writing grant applications, grant management and reporting or demonstrated ability to quickly acquire the necessary skills and knowledge to achieve these outcomes.
9. Knowledge of local government operations and procedures.

10. Experience in working and living in a remote, Aboriginal or Torres Strait Island community.
11. Hold a current QLD Driver's License.

Are you ready to catapult your career?

For us to assess if you're the one we are searching for, it is mandatory that you submit your Resume, a Cover Letter and a Full statement of claims addressing the Selection Criteria and submit your application to hradvisor@nparc.qld.gov.au or hrmanager@nparc.qld.gov.au

The selection criteria can also be found on the Position Description, available to be downloaded from the vacancy on Council's website.

You may also contact the Human Resources Department on 07 40486612 and/or 07 40486613 for more information.

Pre-Employment Screening:

Please note, prior to an offer of employment being made, recommended candidates will be required to undertake a medical assessment (including drug and alcohol testing). Council may also complete a range of other pre-employment checks, such as references, employment history checks, working with children checks or a criminal history check.

Applications Close: 5:00pm, Friday 9th May 2025