



# Northern Peninsula Area Regional Council

## POSITION DESCRIPTION

<b>Position number</b>	TBA	<b>Date of last review</b>	April 2025
<b>Position Title</b>	Grants Officer		
<b>Award</b>	<i>Queensland Local Government Industry (Stream A) Award – State 2023</i>		
<b>Classification</b>	<b>Band 2, Level 2 – 4 ( Depending on Qualification/Skills)</b>		
<b>Division</b>	Finance and Corporate Services		
<b>Location</b>	NPA Region		
<b>Employment Type</b>	Full-time – Fixed Term 3 Year Contract		
<b>Hours of Duty</b>	36.25 hours per week		
<b>Supervisor</b>	Executive Manager Finance and Corporate Services		
<b>Direct Reports</b>	N/A		

### ORGANISATIONAL ENVIRONMENT

#### Our Vision - Where do we want to be in 5 years?

Build a sustainable, culturally vibrant and connected community

#### Our Mission - How will we achieve our Vision?

By growing indigenous and local opportunities, enhancing, preserving and protecting our unique physical environment and unique Cultural Heritage, prolonging and enriching the lives of our People, promoting unity and leading multi-generational change.

#### Our Values - What do we believe in?

1. Community Focused
2. Respect and support for environment, culture and our people
3. Transparency and accountability
4. Working with Stakeholders to plan and actively share responsibility for improving sustainable service provision for community
5. Providing a safe and healthy working environment

### CONDITIONS OF EMPLOYMENT

The conditions of employment for this position are in accordance with the *Northern Peninsula Area Regional Council Certified Agreement 2023*, the *Queensland Local Government Industry (Stream A) Award – State 2017*, Council's policies and procedures, Council's Code of Conduct and other legislative requirements.

### WORK HEALTH AND SAFETY RESPONSIBILITIES

The employee shall comply, so far as is practicable, with:

- the *Work Health and Safety Act 2011* and associated Regulations and Codes of Practice
- Council's Workplace Health and Safety Policies and Procedures
- instructions given by their Manager in respect of the Health and Safety of themselves and the Health and Safety of other persons

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.

## **PRIMARY OBJECTIVE OF POSITION**

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.

## **KEY ACCOUNTABILITIES**

*Duties and responsibilities include but are not limited 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 an 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.

## **SELECTION CRITERIA**

### ***Essential***

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 Criteria***

1. 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
2. Knowledge of local government operations and procedures
3. Experience in working and living in a remote, Aboriginal or Torres Strait Island community
4. Hold a current QLD Driver's License.

We agree that this Position Description accurately reflects the role.

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print)

Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print)

Exec. Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print)