

## Grants Officer

### Position Details

<b>Location</b>	Alpha Jericho, Barcaldine, or Aramac Muttaborra District Regional work and travel as required
<b>Status</b>	Fixed-term, full-time of three (3) years
<b>Industrial Instruments</b>	Queensland Local Government Industry (Stream A) Award – State 2017; Barcaldine Regional Council Certified Agreement 2022.
<b>Classification</b>	Level 4
<b>Reports to</b>	Manager Regional Operations
<b>Direct Reports</b>	NIL

### About Council

Barcaldine Regional Council, located in the heart of the Central West of Queensland, is committed to providing exceptional services to the Barcaldine region, which includes the communities of Alpha, Hericho, Barcaldine, Aramac, and Muttaborra. With a wealth of talent within the organisation, and amazing facilities, we have created a vibrant workplace that blends old-fashioned, small-town charm with a rich indigenous history. We honour the Iningai and Bidjara peoples, the Traditional Custodians of this land, and embrace the diversity of Elders and community members.

Barcaldine Regional Council strives to provide our employees with a safe, secure, and supportive environment, where employees are encouraged to live by our values and reach their full potential. Our vision is to have a positive, sustainable, and innovative workplace, ensuring a bright future for all.

### Our Values

 <b>HONESTY</b> WE ALWAYS TELL THE TRUTH	 <b>EMPATHY</b> WE WILL SEEK TO LISTEN AND UNDERSTAND THE PERSPECTIVES OF OTHERS. WE WILL TREAT ALL WITH KINDNESS	 <b>ACCOUNTABILITY</b> WE WILL TAKE RESPONSIBILITY FOR OUR CHOICES, ACTIONS, BEHAVIOURS, PERFORMANCE AND DECISIONS	 <b>RESPECT</b> WE WILL BE PRESENT, VALUE OTHERS AND WELCOME DIVERSITY	 <b>TRUST</b> WE WILL GAIN THE TRUST OF OTHERS BY LIVING OUR VALUES
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## Key Responsibilities

### Grant and Award Acquisition and Management:

- Identify and research potential grant opportunities from government, corporate, and private funding sources.
- Identify award opportunities that recognise and promote the innovative projects and activities undertaken by Council.
- Stay informed about current and upcoming grants, awards, and funding trends relevant to Council's priorities.
- Prepare and submit high-quality grant applications, proposals, and supporting documents, that directly align with Council's strategic directions.
- Ensure high quality award applications, expressions of interest, and research papers are completed and submitted in a timely manner.
- Collaborate with internal departments and external stakeholders to gather necessary information and support in projects in preparation for grant applications.
- Ensure compliance with Council's processes regarding the development, approval and submission of funding applications and other documentation.

### Reporting:

- Manage and monitor the progress of awarded grants and awards, ensuring compliance with funding requirements and deadlines.
- Maintain accurate records of all grant applications, awards, and correspondence, ensuring all information is captured within Council's systems adhering to recordkeeping policies and procedures.
- Prepare regular reports for stakeholders relating to grants.

### Stakeholder Engagement:

- Build and maintain strong relationships with funding bodies, community groups, and internal stakeholders.
- Develop a network of contacts within Local, State, and Federal Government departments and other non-government bodies to maximise knowledge of available grants and the applicable guidelines and eligibility criteria.
- Represent Barcaldine Regional Council at meetings, workshops, and events related to grant funding as required and supported by the CEO.
- As directed, undertake research and prepare papers, reports and other communications to ensure the Management Team and Councillors are aware of, and have the opportunity to, provide input into local government industry developments, economic development opportunities, and strategic industry opportunities.

### Financial Management:

- Work closely with the finance team to ensure accurate tracking and reporting of grant funds.
- Assist in the development and management of project budgets related to grant-funded activities.

### Capacity Building:

- Develop resources and promote tools to enhance the Council's grant-seeking capabilities, including promoting appropriate funding sources, providing and coordinating grant learning resources for community organisations and business groups.
- Develop and implement processes to ensure grant milestones claims and grant acquittals are submitted in a timely manner.
- Promote continuous improvement initiatives to the benefit of Council through participation in corporate planning initiatives, projects, and working groups as directed.

## Fundamental Responsibilities

- Comply with all Council policies, practices, and procedures and fulfill Council reporting functions as required.
- Be aware of and comply with all statutory workplace safety legislation and Council's Work Health and Safety Management System, Work Health and Safety policies, procedures, and duty statements.
- Promote safe working practices and maintain a safe, neat and tidy work environment.
- Minimise wastage in all activities while ensuring safety and effectiveness remain uncompromised, adhering to environmentally responsible practices.
- Ensure the security and appropriate use of Council information at all times.
- Monitor personal qualifications and licences to ensure currency, and participate in formal and on the job training to assist in ensuring a satisfactory knowledge and skill base.
- Work cooperatively and effectively in a team environment, communicating reliably and regularly.
- Deliver high quality customer service within the organisation and to the public.
- Uphold high standards of ethical conduct and integrity in all activities.
- Actively engage with Council and community to identify needs and opportunities, and provide suggestions for improvement to enhance community well-being and foster sustainable development.

NOTE: Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their band level, and in any area of Council.

## Physical Demands and Work Environment

- In this role, you will occasionally be required to lift and carry heavy objects (weighing up to 10kg), and occasional repetitive tasks (bending, squatting, climbing, twisting, and reaching) and motions (simple grasping, fine manipulation, pushing and pulling, finger dexterity, and foot movement).
- Incumbents must possess adequate peripheral vision, hearing, depth perception, and colour discrimination to effectively perform the duties of this position.
- Incumbents will encounter occasional exposure to risks in the workplace which will require you to follow relevant site processes and wear the appropriate identified personal protective equipment (PPE) to ensure the safety of all employees.

## Essential Criteria

### Education:

- A tertiary qualification in a relevant field (Business, Community Development, Public Administration) or equivalent experience

### Licensing:

- Current Queensland class 'C' Driver Licence.

### Experience and Knowledge:

- Demonstrated experience in grant writing, application, and management.
- Demonstrated effective analytical and problem-solving skills, with the ability to research projects, interpret and analyse information, and prepare and provide information and recommendations.
- Demonstrated sound communication skills (written and verbal), including the demonstrated ability to produce high quality documentation such as grant and award submissions, briefing papers, and reports.
- Excellent interpersonal skills, with the ability to work effectively with diverse stakeholders.
- Strong organisational and time-management skills, with the ability to manage multiple projects, tight deadlines, and competing priorities.

- Excellent computer skills with proficiency in Microsoft Office Suite,
- Knowledge of State and Federal Grant Programs and relevant award opportunities desirable.
- Previous experience working in Local Government, or with other Government bodies, is desirable but not mandatory.

## Acknowledgement

This position description is subject to change from time to time as Council's operational needs change and/or the organisation may be developed or restructured. Any such change shall be the subject of consultation with the position incumbent and others as may be deemed necessary or desirable. Further, it has been designed to indicate the general nature and level of work performed by employees within this classification and is not to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

<b>Approving Manager:</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	