

# POSITION DESCRIPTION

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## Grants Officer

**LEVEL:** 6

**LOCATION:** Orroroo

**HOURS OF DUTY:** TBA

**DIRECTORATE:** Corporate and Community Services

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### **DISTRICT COUNCIL OF ORROROO CARRIETON:**

Orroroo is located in the mid north of South Australia, approximately 3 hours' drive north of Adelaide and one hour east of Port Augusta. Situated at the base of the Flinders Ranges, the District has two major towns Orroroo and Carrieton with smaller historical locations of Eurelia, Black Rock, Yatina, Pekina, Johnburgh and Belton. Its unique country charm and preserved heritage is a popular tourism destination.

Orroroo has a range of services that include a major hospital, health care and professional services, Area school, Library, Aged Care facilities, a variety of community and culture associations, and sporting facilities/clubs that are well supported and extremely competitive.

The District is experiencing steady growth in food production, mining and engineering, solar and alternative energy production, tourism and aged care facilities. Council seeks to build on its strengths in key growth commodities like beef, sheep and wheat production and new and emerging high intensive food production systems. To take advantage of these opportunities Council will work closely with our food producers, to ensure that we have new technology, skills to increase production, and the infrastructure to connect producers with consumers in the global market.

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### **STRATEGIC DRIVERS:**

All activities of the District Council of Orroroo Carrieton align with the four key themes or 'Pillars' in our 2020-2030 Strategic and Community Plan.

***Prosperity*** | A strong and diversified local economy

***Lifestyle*** | Healthy, connected and empowered communities with the services they need

***Leadership*** | Informed decision making, strong advocacy and adaptive with change

***Landscape*** | A healthy, productive environment supported by best practice

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**POSITION SUMMARY:**

The aim of this position is to manage the grants processes within Council to ensure grant opportunities are maximised to deliver financial assistance for Council projects. The position will also deliver services to the community in terms of grants advice, by building capacity within the community groups.

The Grants Officer is a key member of Council Staff and assists the CEO in the development and implementation of strategies, initiatives and activities that contribute to the social and economic vibrancy of the district.

The Officer has primary responsibility for the seeking of grants, establishment, delivery, monitoring and reporting of specific projects and initiatives in accordance with Council's Annual Business Plan or as directed.

The Grants Officer is also responsible for the communication and promotion of information regarding community related assistance and funding opportunities, working closely with business groups, volunteer groups and the broader community.

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**KEY RELATIONSHIPS:**

- Chief Executive Officer (Line Manager)
- Manager Corporate and Community Services
- Works Coordinator
- Elected Members
- Community Members and Stakeholders
- Relevant Government and non-Government agencies

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**KEY RESPONSIBILITIES:**

1. Seek, plan and develop grant applications for Council as a priority. Identify available grants, philanthropic trusts and subsidies to fund Council projects.
2. Ensure that grant applications for projects are well researched and professionally presented and have the appropriate supporting documentation.
3. Ensure Council opportunities to obtain external funding is maximised; liaise with funding body representatives on behalf of Council for grant purposes.
4. Build collaborative efforts within the region by actively participating in appropriate regional grant forums, seeking out opportunities for regional grant applications and maintaining a network with other local government agencies.
5. Facilitate regular meetings with relevant Project Managers to communicate and monitor grant requirements.
6. Facilitate the acquittal of all grants applied for as well as ensure that all aspects of grant reporting have been completed in accordance with the funding agreements.
7. Contribute to a working environment that fosters a vibrant team culture that values collaboration, achievement, learning and development and innovation.
8. Financial management and control relating to each project.
9. Work closely with the Council and community to identify new or emerging funding opportunities and provide advice to community organisations in the development of suitable funding applications.

10. Ensure adequate, professional communications and promotion about community projects and initiatives aligned with Council's communications policies and relevant funding guidelines.
  11. Assist with project management of projects to achieve effective delivery, on time and on budget. Ensure evaluation and reporting of projects to ensure Council's contractual obligations are achieved.
  12. Any other duties consistent with the scope and level of this position as required and directed by the Chief Executive Officer.
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#### **KEY OUTCOMES:**

1. Ensure grant opportunities are maximised to deliver financial assistance for Council projects in accordance with Strategic Plans.
  2. A strategically focused approach is adopted in identifying grant priorities and opportunities aligning with Council strategic plans including the Tourism Master Plan, Asset Management Plan and the Long Term Financial Plan.
  3. Connecting the community with the opportunities and resources available under the various assistance programs and packages and in doing so helping to secure sustainable employment and/or business opportunities.
  4. Successful project delivery and achievement of Council's community, economic and environmental objectives.
  5. Council achieves all milestones and fulfils all contractual obligations.
  6. The community is positively engaged with Council and Council is considered a reliable and trusted community advocate.
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#### **CAPABILITIES:**

##### **Networks and Relationships**

Works collaboratively in developing productive working relationships and partnerships. Understanding, empathetic and respectful of hardships experienced by communities in times of natural disasters. Develops and maintains a network of contacts across the community, industry and government sectors to facilitate achieving objectives.

##### **Communication**

Communicates effectively with a wide range of people, adapting style to match the audience and situation. Communicates complex ideas clearly, confidently, fluently and articulately, both verbally and in writing.

##### **Business and Commercial Acumen**

Understands and operates successfully in a commercial environment and ensures sound commercial principles are applied with discernment to all aspects of the area of responsibility.

##### **Strategic Focus**

Maintains a clear sense of strategic direction within organisational context. Persistently builds and sustains momentum and direction in a challenging environment.

##### **Professional & Technical Knowledge**

Demonstrates in-depth knowledge in economic and social development with a district-wide perspective. Demonstrated ability in progressing projects from concept to readiness.

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## EXPERIENCE and Qualifications

- Tertiary qualifications (Certificate Level) or demonstrated experience in Business Administration, Economics, Finance, Project Management, Communications or Social Science or related industry;
- Demonstrated 2-3 years' experience in the preparation and reconciliation of grants
- Demonstrated experience in Microsoft suite of programs. Strength in Excel would be desirable;
- Demonstrated experience in working alongside diverse stakeholder groups;
- Demonstrated, high level communication skills in both verbal and written forms;
- Demonstrated experience with project management and the ability to work to deadlines and timeframes.
- Previous working experience in a similar Project Management, Project Officer or Facilitation role is desirable. Experience in grant writing is essential.

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## SPECIAL CONDITIONS:

- Current driver's licence and a willingness to drive are essential
- Intrastate travel and out of hours work may be required
- The role is located in Orroroo
- Flexible working arrangements may be accommodated by mutual agreement

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## EXTENT OF AUTHORITY:

Operates under primary direction and supervision of the Chief Executive Officer, and secondary direction of the Manager of Corporate and Community Services, within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act 1999 and other legislation.

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## DOCUMENT INFORMATION

Document	Reference	Date	Author
Human Resource Management	Position Description – Grants Officer	12 May 2022	CEO