



## LONGREACH REGIONAL COUNCIL

Longreach

Grants and Projects Officer

Fixed Term Contract – 2 Years

Council is seeking applications to fill the two year contract of Grants and Projects Officer. Applications will be received until **Wednesday 21 August 2019**. Late applications may not be considered.

### The Position

Council is seeking the services of a person to fill the position of Grants and Project Officer. The successful applicant will support effective Council decision making in relation to major projects and to secure grant funding to support Council's activities. The role will work with subject-matter specialists to prepare Concept Briefs, Business Cases, whole of life costings and other material to support the Project Decision Group. The role will also identify grant funding opportunities and prepare successful grant applications for approved projects.

To be successful within this role you will require:

- Demonstrated skills and experience in financial analysis of project costings covering capital and operating elements and experience in preparing project costings on a whole of life basis.
- Excellent time management, organisation and planning skills with an ability to prioritise and manage own time and meet critical timeframes.
- Demonstrated problem solving skills including dealing with emergent and priority issues.
- Demonstrated experience in preparing project plans, business cases and risk analysis.
- Degree in Business or Commerce or a related field or Associate Diploma and/or substantial experience in a relevant field
- Demonstrated experience in Grant writing.

This position offers the opportunity to join a progressive organisation where your contribution will be recognised and valued. This position will be offered on a fixed term contract basis. The package includes:

- An attractive cash component, negotiated with the applicant based on experience and qualifications.
- Superannuation of up to 12% of salary.
- Annual leave of 5 weeks including Leave Loading of 17.5% as well as 15 days sick leave.
- Salary sacrifices options available.
- Ongoing training and professional development is also offered with this position.

### Applications

If you believe you would like to join the Longreach Regional Council team, please visit the Council website at [www.longreach.qld.gov.au](http://www.longreach.qld.gov.au) and download a copy of the Position Description and Advertising document. Applications must include a current resume, 2 work related references and a letter addressing how you meet the position requirements. Applications can be emailed to [assist@longreach.qld.gov.au](mailto:assist@longreach.qld.gov.au)

### Commitment to EEO and WH&S

Longreach Regional Council is an equal opportunity employer and is committed to providing a safe work environment for all staff. In achieving these goals, it is a mandatory requirement for successful applicants to satisfactorily pass a Federal Police Check and medical screening.

Council operates under a Drug and Alcohol Policy and the successful applicant will be required to undertake a drug and alcohol test, with a clear result, before an offer of employment is made.

*Longreach Regional Council is an equal opportunity employer.*

Mitchell Murphy  
Chief Executive Officer

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