



## Grants and Projects Officer Position Description

<b>Incumbent:</b>	Vacant
<b>Position Number:</b>	TBA
<b>Directorate:</b>	Corporate Services
<b>Team:</b>	Finance
<b>Position Status:</b>	Full Time
<b>Classification:</b>	Contract
<b>Current Level:</b>	Fixed Term Contract – 2 Years
<b>Reports to:</b>	Director of Corporate Services
<b>Location:</b>	Longreach
<b>Accountable for:</b>	Not Applicable
<b>Revised:</b>	July 2019

### Our Vision

The communities of the Longreach Region, with their individual identities and a proud heritage, will be characterised by their cohesive and inclusive nature, making the region a location of choice for business investment and outback living.

Reaching a population of 5,500 by 2027, the Longreach Region will be characterised by strong communities and a vibrant economy driven by skills and innovation in a diversity of traditional and new industries.

### Our Mission

Council's Mission is to deliver decisive leadership in making locally-responsive, informed and responsible decisions, providing the highest-quality services and facilities to all communities of the Longreach Region.

### Our Eight Core Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking



## Position Objective

The primary roles of this position are to 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.

## Position Responsibilities

- Close liaison with all areas of Council to identify and analyse potential projects for Council.
- Preparation of costings, Concept Briefs and Business Cases working closely with internal project sponsors.
- Maintenance of the Project Register database to ensure it is kept accurate and up to date.
- Preparation of monthly reports for EMT and for the Project Decision Group to facilitate approval of documents and progress of projects through the Project Decision Framework approval processes.
- Manage records storage for all Project Decision Framework project documentation.
- Identification of a wide range of grant opportunities to fund approved operations and projects.
- Preparation of successful grant applications working closely with internal project sponsors.
- Identification and implementation of improvements to internal processes, templates and systems for analysis and consideration of proposed Council projects.
- Other such relevant duties as required from time to time which would generally fall within the scope of this position as directed by your accountable supervisor or the Chief Executive Officer.

## Position Requirements

### Skills

- Demonstrated skills in financial analysis of project costings covering capital and operating elements.
- Demonstrated problem solving skills including dealing with emergent and priority issues.
- High level communication skills, both oral and written.
- Demonstrated high level written communication skills for preparation of high quality project and grant documentation.
- Excellent time management, organisation and planning skills with an ability to prioritise and manage own time and meet critical timeframes.
- Experience using Microsoft Office Suite, records management systems and integrated financial and management systems.
- Analytical skills including the ability to assess problems and propose solutions and then develop the framework to implement them.
- Ability to co-operate with others and provide assistance when necessary.
- Capacity to work independently with limited supervision.

### Knowledge

- A thorough understanding of how to maintain a safe working environment.
- Understanding of project management concepts.
- Thorough knowledge and understanding of project costings

- Sound knowledge or the ability to quickly acquire knowledge of relevant Council policy and procedures, particularly with respect to project approvals and grant applications.

**Essential Experience/Qualifications**

- Degree in Business or Commerce or a related field or Associate Diploma with substantial experience in a relevant field
- Demonstrated experience in preparing project costings on a whole of life basis
- Demonstrated experience in preparing project plans, business cases and risk analysis.
- Experience in using Microsoft Office Suite.
- Current “C” Class driver’s licence.

**Desirable Experience/Qualifications**

- Experience in using SynergySoft.
- Grant writing experience.
- Local Government experience.

**Delegations and Authorisations**

Nil.

**Physical Requirements**

**Physical Demand Category**

- Sedentary Work
- Light Duty – Frequent lifting/carrying of objects weighing up to 5kgs.
- Medium Work – Frequent lifting/carrying of objects weighing up to 10kgs.
- Heavy Work – Frequent lifting/carrying of objects weighing up to 25kgs.

**Audio-Visual Demands**

- Depth Perception
- Colour Discrimination
- Peripheral Vision
- Hearing

**Specific Actions Required**

This job may include:

- |  |   |  |
|--|---|--|
| Standing/Walking                               | Sitting                                       | Driving  |
| <input type="checkbox"/> None                  | <input type="checkbox"/> None                 | <input type="checkbox"/> None                  |
| <input checked="" type="checkbox"/> Occasional | <input type="checkbox"/> Occasional           | <input checked="" type="checkbox"/> Occasional |
| <input type="checkbox"/> 1-4 Hours             | <input type="checkbox"/> 1-4 Hours            | <input type="checkbox"/> 1-4 Hours             |
| <input type="checkbox"/> 4-6 Hours             | <input type="checkbox"/> 4-6 Hours            | <input type="checkbox"/> 4-6 Hours             |
| <input type="checkbox"/> 6-8 Hours             | <input checked="" type="checkbox"/> 6-8 Hours | <input type="checkbox"/> 6-8 Hours             |

**Work Environment**

Attribute	Yes	No
Chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dampness	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes/Gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heat/Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Repetitive Motions**

- Simple Grasping
- Fine Manipulation
- Pushing & Pulling
- Finger Dexterity
- Foot Movement

## This Job Will Require

Manoeuvre	Frequent	Occasional	None
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Plant operation with maximum seat rating of 150kgs

## Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and **LRC- SMS (Longreach Regional Council's - Safety Management System)** incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

The following statements apply to all employees, including permanent, part-time and casual employees.

Your responsibilities include:

1. To comply with instructions given for WH&S at a workplace by the employer;
2. Comply with the Health and safety duties and Duty of Care requirements as specified within the Work Health and Safety Act 2011 Part 2.
3. Timely reporting all accidents, incidents minor injuries, near misses and property damage (within 24 hours of the event) and assisting, if required, with the investigation of all incidents in the workplace;
4. For a worker to use the PPE (Personal Protective Equipment) provided by the employer after proper instruction in its use;
5. Not to wilfully or recklessly interfere with or misuse anything provided for WH&S at the workplace;
6. Not to wilfully place at risk the WH&S of any persons at the workplace including yourself;
7. Adhere to the LRC-SMS by remaining compliant to Council's WH&S Management Plan and completing relevant Monthly Action Plan items;
8. Performing all work and associated functions in a safe, efficient and effective manner;
9. Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers;
10. Provide advice to ensuring risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also, as required, assisting or participating in the carrying out of risk assessments on identified hazards;
11. Identifying hazards, conducting risk assessments, and implementing corrective action to eliminate hazards where possible and / or control risks in the workplace;
12. To report hazards and risks in accordance with WH&S procedures;
13. Establishing and maintaining a high standard of housekeeping within your individual work area(s) and generally within the Longreach Regional Council's area of responsibility;
14. Attending any toolbox, team talks or specific training (e.g. Take 5s etc.) as supplied and required by Longreach Regional Council;

- 
- 15. Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures;
  - 16. Report any concerns for WH&S to your Supervisor.

## Acknowledgement

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

<b>Authorised By:</b>	Elizabeth West, Director of Corporate Services
<b>Signature:</b>	
<b>Date:</b>	
<b>Present Incumbent:</b>	Vacant
<b>Signature:</b>	
<b>Date:</b>	