



## GIRLS ACADEMY POSITION DESCRIPTION FORM

<b>Position Title:</b>	Senior Grants Officer
<b>Reporting to:</b>	Chief Business Officer
<b>Office location:</b>	Perth Metro Area, WA
<b>Award:</b>	Social, Community, Home Care and Disability Services Award
<b>Classification:</b>	SCSE Level 5
<b>Other Professional Relationship:</b>	Girls Academy staff, Philanthropic foundations, Grantors, Local Governments
<b>Special Conditions:</b>	Reasonable workplace adjustments will be made for people with disability

### Position Objective

The Senior Grants Officer will play an integral role in the growth of RMLA. The position will work to secure funding for the organisation by writing grant proposals.

### Corporate Relations & Fundraising Business Unit

Girls Academy is an initiative of Role Models and Leaders Australia and operates under 7 business units: Operations; Post School Transitions; Monitoring, Evaluation & Quality; Government Relations; Corporate Relations & Fundraising; Marketing & Communications; and Corporate Services.

This role sits within the Corporate Relations & Fundraising business unit which has the following strategic goals: Collaborate closely with our Government partners to effect sustainable social impact; and present corporate Australia and the general public with a compelling opportunity to partner with us.

## GIRLS ACADEMY PURPOSE AND VALUES

### Our Purpose

Develop a girl, change a community

### Our Values

We value	How we demonstrate our values
<b>Connection</b>	We understand that a strong connection to Aboriginal and Torres Strait Islander cultures is fundamental to the development of our girls. A passionate connection to our purpose drives our team and supporters. As an organisation we are strongly connected to each other.



<b>Empowerment</b>	We empower our team by working together so everyone builds their capacity. We empower our girls by doing whatever we need to, to ensure they achieve success.
<b>Leadership</b>	We understand the challenges our girls face and we're not waiting for others to stand up, we're leading the way. Walking alongside our girls, together we are focused on building the next generation of Australian leaders, courageous girls who will change both their communities and our society.
<b>Resilience</b>	When our girls or our team are faced with a setback, through commitment we persevere to overcome challenges and celebrate our achievements.
<b>Respect</b>	We respect Aboriginal and Torres Strait cultures and the richness it brings to our communities. We share a passion for people, we embrace diversity and inclusion and we believe that every person has value.

## COMPETENCIES & KPIS

Girls Academy Competencies / Key Performance Indicators
<ul style="list-style-type: none"> <li>Staff are required to read, understand and comply with all Girls Academy policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the RMLA Code of Conduct.</li> </ul> <p><b>Grants Writing:</b></p> <ul style="list-style-type: none"> <li>Oversees the Grants Team to meet and where possible, exceed grant funding targets.</li> <li>Researching, preparing and submitting of well-prepared and qualified grant applications and proposals.</li> <li>Ensure all grant obligations are met on time, including reporting and acquittals.</li> <li>Conducts research on prospective grant opportunities to identify and evaluate current needs and assembles materials needed for the proposals.</li> <li>Oversees the forward planning for the annual grants calendar activities.</li> <li>Provides direction and support to the Grants Officer to ensure that they are meeting their targets in respect to the submission of qualified and appropriate grant applications.</li> <li>Prepare internal reporting as requested.</li> <li>Maintain all relevant data and records on the organisation's CRM.</li> <li>Ensure that the grants team is meeting all internal targets in respect to the number of qualified and appropriate grant submissions made.</li> <li>Play an on-going role in the continuous improvement of the organisation's systems and processes as they pertain to grants.</li> <li>Maintain strict confidentiality at all times.</li> <li>Other duties directed by the CBO.</li> </ul>



#### People Management:

- Effectively lead the staff in all aspects of people management including providing guidance, support and development.
- Ensure effective people management of direct reports to enable the team to deliver the business outcomes effectively and efficiently as practicable.
- Positively engage direct reports in Annual Performance Appraisal process and identify opportunities for staff to promote continuous improvement through professional development and project opportunities.
- Provide induction to new staff member.
- Provide leadership and guidance in ensuring a service culture and student centric approach is applied within programs.
- Lead, mentor and coach staff to promote continuous improvement, including undertaking on-the-job training/instruction and providing daily feedback and performance management if necessary.
- Monitor, prioritise, and coordinate workflow of direct reports.

#### Work Health and Safety:

- Ensure maintenance of a safe work environment and compliance with WHS legislation and Girls Academy and the relevant school WHS policy and procedures.
- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Cooperate with management in its fulfilment of its legislative obligations.
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- To report any injury, near miss, hazard or illness immediately, where practicable to their manager/supervisor.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety protocol and equipment.

Competencies/KPIs	Expected Behaviours	Review Period
<b>Achieves Results</b>	<ul style="list-style-type: none"> <li>• Proactively supports RMLA and Girls Academy operations.</li> <li>• All identified tasks are managed and delivered in an effective, proactive and timely manner.</li> <li>• Maintain and complete relevant and qualified grant applications within organisational guidelines and meet all required internal reporting requirements.</li> </ul>	12 months



	<ul style="list-style-type: none"> <li>• Work to meet the team's yearly grant obligations, including ensuring reporting and acquittals are met on time.</li> <li>• Proactively build and maintain positive relationships with key stakeholders, staff and partners.</li> </ul>	
<b>Communicates and collaborates with others</b>	<ul style="list-style-type: none"> <li>• Communications are appropriate, professional and positive with both internal and external stakeholders.</li> <li>• Provide direct support and guidance to the Grants Officer.</li> <li>• Proactively support grants operations.</li> <li>• Actively participate as a member of a team towards the completion of goals.</li> </ul>	12 months
<b>Stakeholder experience</b>	<ul style="list-style-type: none"> <li>• Provide excellent customer service to all stakeholders by developing and sustaining effective relationships.</li> <li>• Develop and use collaborative relationships to facilitate the accomplishment of the organisational goals.</li> </ul>	12 months
<b>Learning and development</b>	<ul style="list-style-type: none"> <li>• Be self-motivated, reflect on own practice and seek to improve to continually deliver excellent quality of services.</li> <li>• Positive participation in regular team meetings.</li> <li>• Willingness to undertake training and development opportunities as appropriate.</li> </ul>	12 months
<b>Positive culture</b>	<ul style="list-style-type: none"> <li>• Keeping the organisation's vision at the forefront of own and other's decision-making and action.</li> <li>• Contribute and promote positive culture within RMLA at all times.</li> <li>• Exhibits Girls Academy's values and professional behaviours.</li> </ul>	12 months
<b>Inspires a sense of purpose and direction</b>	<ul style="list-style-type: none"> <li>• Succeed personally and professionally through the application of a positive, solution focused approach to adversity, disappointment and challenging situations.</li> </ul>	12 months



## SELECTION CRITERIA

Selection Criteria
Required Education/Licences/Certificates
<ul style="list-style-type: none"> <li>Satisfactory Police clearance (not older than 3 months from the issue date)</li> </ul>
Relevant skills, experience and knowledge
<ul style="list-style-type: none"> <li>Demonstrated success in securing major grant funding, i.e. in excess of \$100,000</li> <li>Demonstrated experience in working successfully with sophisticated Grants and Foundations</li> <li>Demonstrated leadership of a team in the grants and/or fundraising space</li> <li>Detailed knowledge of the major grant and philanthropy sector in Australia</li> <li>An existing network in the grants and foundation space that can be leveraged</li> <li>Demonstrated interpersonal and relationship management skills, including the ability to build relationships with internal and external stakeholders</li> <li>Demonstrated computer literacy, including Word, Excel, Power Point</li> <li>Experience using a CRM to manage grant information</li> <li>Experience turning program and evaluation information and data into compelling and creative proposals that succinctly demonstrate the impact of the organisation's work</li> <li>Excellent written and verbal communication skills, including writing proposals and reports for an external audience</li> <li>Strong organisational skills that reflect ability to perform and prioritise multiple deadlines seamlessly with excellent attention to detail</li> <li>Proven success in a similar role raising funds in the NFP sector is desirable</li> <li>Commitment to discretion and confidentiality concerning sensitive organisational information</li> </ul>

Agreement to this Position Description:	
Employee's Name:	
Employee's Signature:	
Date:	
Manager/HR Name:	
Manager/HR Signature:	
Date:	

## VERSION CONTROL



Version No.	Changes Made	Effective Date
1	N/A – original document	November 2019