

Position Description

Grants Administrator



Employment Type	.6 FTE (flexible working arrangements available) 3 year
Reports to	Head of Corporate Services
Direct Reports	Nil
Salary Range	\$70k - \$85k pro rata plus super
Location	Brisbane

ABOUT THE GREAT BARRIER REEF FOUNDATION (GBRF)

The Great Barrier Reef is a unique icon and an irreplaceable ecosystem. It's the largest living thing on earth and home to thousands of species of marine life, including six of the world's seven species of marine turtle.

For over 20 years the Great Barrier Reef Foundation has been the lead charity for the Reef, driving the immediate change needed for the Reef to survive for future generations. Right now, we have over 60 Reef-saving projects with over 65 project delivery partners. We are the action station for the Reef, bringing together people and science to deliver the world's largest coral reefs program.

ABOUT THE ROLE

The role is part of the multiskilled Corporate Services team which includes five functions: finance, operations, risk and compliance, people and culture and legal. Corporate Services plays a key role in collaborating with all parts of the organisation in designing and implementing strategic and operational improvement initiatives. The team is focused on driving a collaborative culture. Members of the corporate services team are nimble and work to support the emerging priorities of the Foundation beyond their immediate portfolios.

The purpose of the role is to support the administration of the Foundations grant programs in collaboration with the Projects & Partnerships team. The role is a key contributor to the quality and compliant delivery of the Reef Trust Partnership Grant.

KEY RESPONSIBILITY AREAS:

1. Strategy & Operational Planning/Delivery

- Participate in strategic and operational planning
- Develop and implement personal workplan in collaboration with manager
- Participate in cross organisational working groups as identified

2. Governance, Risk & Compliance, Quality Management [Policies/Procedures]

- Maintain and develop the Reef Trust Partnership Grant Management guide in collaboration with the Reef Trust Partnership Coordinator and other staff
- Contribute to the quality control of the contracts and project management system
- Contribute to risk assessment of grant programs
- Support the implementation of mitigation responses to risk
- Support the development of existing internal controls relating to grant management to improve the risk profile of the organisation.
- Support compliance with head agreements and internal policy procedures for grant programs

Position Description



3. Operational Excellence: (Systems, Processes, Operational & Administration Duties)

- Lead on procedural development in relation to portfolio
- Support open calls for Requests for Proposals and Grants related to Projects & Partnerships programs including the Reef Trust Partnership Portfolio
- Work in partnership with the Contracts Manager to deliver the end to end contracting processes related to grants
- Project/Contract management system administration
- Act as a super users of projects/contract management system and providing training and assisting with workflows design and implementation
- Support Projects and Partnerships team in development of grant programs and documentation
- Work with the Corporate Service's and Projects and Partnerships team deliver grants reporting
- Support the preparation of reports
- General administration duties

4. Stakeholder Management/Engagement

- Collaborate with stakeholders to identifying risks, prioritising, developing mitigation strategies and treatments related to portfolio.
- Engage and communicate with Foundation stakeholders to promote adoption of policies and procedures
- Support process adoption and improvement through delivery of training in relation to grant management procedures and the projects/contracts management system

5. People & Performance Management

- Participate check-ins and annual performance appraisals, to identify deliverables, goals and performance measures.
- Understand, keep current and adhere to workplace policies and procedures.
- Cultivate workplace practices and behaviours that promote, support and maintain a safe, healthy, equitable, diverse and respectful workplace.
- Promote a shared understanding of the Foundation's mission, purpose and strategic direction
- Contribute to a positive culture and model the Foundation's values.

SKILLS AND EXPERIENCE

1. Highly developed general administration skills
2. Experience developing organisational operational policies and procedures;
3. Excellent written and verbal communications;
4. Strong relationship building and negotiation skills;
5. Demonstrated experience in delivering training and support relative to the portfolio to staff;
6. Strong organisational and time management skills;
7. Experience working in grants administration in the not for profit charity sector highly desirable
8. Exceptional attention to detail
9. High level of competency in relation to Microsoft Officer 365 application suite and technology platforms
10. Commitment to the GBRF values and a passion for the cause.

Aboriginal and Torres Strait Islander people are encouraged to apply.