



## POSITION DESCRIPTION

# GRANTS COORDINATOR

<b>Position</b>	Grants Coordinator
<b>Classification Level</b>	Level 7
<b>Location</b>	Darwin
<b>Reports to</b>	Chief Financial Officer

## ORGANISATION

Located within the Top End of the Northern Territory, the West Daly Regional Council (WDRC) covers 14,000 square kilometres and has a population of more than 3700 residents throughout the communities of Wadeye, Nganmarriyanga and Peppimenarti as well as the surrounding 33 homelands, 14 of which are serviced by Council. Wadeye is the largest remote community and the fifth largest town in the Northern Territory.

A young and vibrant Regional Council, our vision is to deliver quality services and support development opportunities, including local jobs for local people, along with implementing a range of strategies that will help shape a prosperous and sustainable future for the region.

### The council's long-term goals are to:

- Provide good governance, leadership and advocacy
- Provide local employment and strong regional economy
- Provide high quality services within financial resources available
- Maintain and develop council's assets, natural resources and country
- Ensure Strong, safe and healthy communities that respect culture, heritage and change

## ATTRIBUTES

**Service** Work performed is of the highest quality, innovative and solutions focused.

**Ethical** Applies the highest standards of integrity and ethical conduct.

**Attitude** Demonstrates a positive approach, appropriate behaviors and teamwork.

**Discretion** Makes appropriate decisions, sound judgements and communicates effectively.

**Safe** Work practices performed apply and promote Work Health Safety standards.



## POSITION

The Grants Coordinator will actively pursue and source funding and business development opportunities for the West Daly Regional Council to maximise its financial position to support the communities in the West Daly region.

This position is responsible for providing the complete range of grants management and contracted services coordination including applications, agreements, monitoring, reporting and acquittals.

## ROLE RELATIONSHIPS

Internal	External
Chief Executive Officer	Government and non-government representatives
Chief Financial Officer	Community organisation representatives
Executive team	Consultants and businesses
Community Service Managers	CouncilBiz
All Council Staff	LGANT

## DUTIES

### Primary Tasks

- Work with the Chief Financial Officer to establish and maintain a contracts and grants register that contains details of all the Council’s contractual agreements and is configured to be able to produce reports that can be used to meet the Council’s management and reporting responsibilities.
- Develop and maintain effective networks and relationships with government agency stakeholders to maximise knowledge of grants programs and agency contracted services and applicable guidelines, eligibility criteria and reporting requirements.
- Prepare grants and funding submissions including research and analysis to support applications.
- Arrange appropriate execution of Council grants agreements and other funding documentation.
- Prepare grants and agency contracted services reports including financial and performance progress reporting as per grant and agency contracted service funding agreements.
- Liaise with Council management, staff and CouncilBiz in the planning, implementation and reporting of grant and agency contracted service funding agreements.
- Keep abreast of and register Council for any upcoming grant opportunities.
- Develop a network with other NT Council Grant peers in industry to draw on each other’s expertise and potential partnering opportunities.
- Travel to communities within the West Daly region if/when required.
- Liaise with responsible officers to ensure compliance with the terms and conditions of respective grants and contracts, as well as documenting and agreeing on any changes or amendments that may arise during implementation or execution.
- Analyse grant and contractual arrangements for the purpose of maximising financial and operational performance and minimising risk, and for reporting of non-compliance and financial and operational performance.
- Assist with the development and maintenance of practical and effective contract governance and administration policies, processes and procedures.



- Ensure Council's records management system in relation to Grants and Contracts is accurate and up-to-date at all times.
- Liaise with the Financial Services Team to ensure that all contractual charges have been invoiced or paid as per the terms and conditions of the contract/agreement.
- Assist the Chief Financial Officer to develop a strategic approach the application of grant funds, by participating in:
  - identifying and assessing potential grant funding and sponsorship opportunities in line with Council and community plans;
  - planning for and coordinating the preparation of grant funding submissions including budgets within given timeframes;
  - liaising regularly with management and coordinators regarding grant submissions, available grants and future Council projects;
  - monitoring that project milestones are being met;
  - establishing professional networks with key stakeholders, particularly funding agencies;
  - providing reports to Council in relation to grant funding submissions, as required;
  - ensuring that all grant reporting and financial acquittal requirements are met (including submission of the reports/acquittals to the funding bodies); and
  - maintaining, monitoring and updating the grants database.
- Participate in the Council's annual budgeting process.
- Other duties commensurate with skills and experience, as directed.

## RESPONSIBILITY/ACCOUNTABILITY

### Teamwork

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- Develop a team approach to problem solving and encourage innovative practice.
- Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and WDRC personnel.
- Support a collaborative culture with internal and external stakeholders and motivate team members by inculcating a dynamic working environment that nurtures innovation.

### Work Health & Safety

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- Within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.
- Contribute to organisational continuous quality improvement and internal reporting to the WHS Officer.
- Take reasonable care to protect the health and safety of staff and others.
- Actively participate in safety improvement activities.

### General

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- Comply with the WDRC 'Code of Conduct' and all other policies and procedures adopted by WDRC as varied from time to time.
- Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
- Other duties, consistent with skills and experience, as directed by the Chief Financial Officer.



## SELECTION CRITERIA

### Essential Qualifications & Experience

- Tertiary qualifications (Advanced Certificate, Associate Diploma, Certificate in Finance, Business or similar) and/or relevant experience.
- Demonstrated experience in the management of contemporary government grants programs and coordination of agency contracted services including applications, agreements, monitoring, reporting and acquittals.
- Experience in the operations of local government and/or community services.
- Current Northern Territory Driver's Licence.
- National Criminal History Check clearance.
- Current Working with Children/Ochre Card.

### Knowledge, Skills & Abilities

- Excellent organisational skills with the ability to set priorities and meet deadlines.
- Demonstrated high level verbal and written communication skills, especially in preparing grant proposals and contracts (including a high level of attention to detail).
- Ability to liaise and build relationships across and external to West Daly Regional Council.
- Strong time management skills, including the ability to prioritise and handle multiple tasks, and a high level of attention to detail.
- Conversant in the Microsoft Office Suite of Products.
- Good analytical and problem-solving skills with the ability to research issues, interpret and analyse information, and prepare succinct information.
- Sound understanding of business and financial planning principles and practices including budgeting and financial acquittal.

## APPROVAL

*Matthew Eastham*

Matthew Eastham  
Chief Executive Officer

Dated: 10<sup>TH</sup> May 2021

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