

POSITION TITLE	Grants Project Officer
DEPARTMENT	Infrastructure Services
GROUP	Assets & Projects
LOCATION	Mareeba
CLASSIFICATION / LEVEL	LGOA Level 5
REPORTS TO	Manager Assets & Projects

Department Summary

The Infrastructure Services Department is responsible for the planning and delivery of Council capital works and operational works programs.

Department business units include:

- Technical Services
- Works
- Water & Waste
- Assets & Projects

Position Summary

Our Grants Project Officer is responsible for sourcing and preparing professional funding and grant applications to leverage Council's existing funding for infrastructure services and projects. This position is also responsible for preparing milestone and progress reports for grant-funded projects in accordance with funding body requirements and for providing administrative support to the Manager Assets & Projects.

Key Responsibilities

- Identify funding options and produce a 'grants alert' system to inform Council staff of current grant funding programs to ensure opportunities for sourcing external grants are optimised
- Coordinate and lodge Council funding submissions and prepare and write components of the submission as required
- Provide expert advice to Council officers for the preparation of quality project proposals and funding applications, project plans and business cases that clearly address the assessment criteria of funding program guidelines
- Analyse, summarise and reference technical reports and link to grant criteria
- Research, assess and interpret quantitative and qualitative economic and other data to strengthen grant applications
- Maintain the Grant Control Register to track the progress of funding submissions and reporting for current grant-funded projects
- Develop and maintain a grant knowledge base containing content from past submissions to improve future applications
- Coordinate and prepare milestone and progress reports for grant-funded projects in accordance with funding body requirements
- Provide administrative support to the Manager Assets & Projects for preparation of asset management plans and capital works prioritisation
- Other reasonable duties as directed from time to time

Skills and Knowledge

- Experience in writing grant submissions and successfully obtaining grant funding or demonstrated ability to quickly acquire the necessary skills and knowledge to achieve these outcomes
- Exceptional communication skills including advanced level of literacy and writing skills, high-level oral communications skills for the development of grant applications, and exceptional interpersonal skills and ability to engage with a wide range of internal and external stakeholders to progress complex grant applications
- Proven ability to research, assess and interpret complex information including funding program guidelines, analysis of socio-economic impact of project proposals and development of business cases
- Demonstrated effective problem-solving skills and ability to develop innovative solutions
- Good understanding of infrastructure planning and projects reporting, or the ability to quickly acquire this knowledge
- Proficient level of competency with the Microsoft Office suite of software including Outlook, Word and Excel

Qualifications and Experience

Essential (Mandatory for the Position)

- Current Queensland C class driver's licence
- Tertiary qualification in a relevant discipline such as business or communications

Desirable

- Experience and demonstrated success in grant writing and grant management
- Qualifications in project management or asset management
- Knowledge of the functions of and legislation dealing with local government

Environmental Obligations

All employees have a legal obligation to comply with environmental legislation and must comply with any Environmental Authority issued to Council to carry out activities. Clause 4.2.5 of the Employee Code of Conduct provides further detail on employee and supervisor compliance requirements.

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with the Council Safety Management System – SAFE PLAN - and comply with the WHS Responsibility Statement relevant to their position - see Schedule S3 attached.

Employees may be required, at Council's discretion, to undertake First Aid Officer, Fire Warden and other Workplace Health and Safety related functions and roles in accordance with their WHS Responsibilities as outlined in the Statement attached in Schedule 3. When employees are required to perform these functions and roles, Council will provide the relevant training.

SCHEDULE S3

WHS RESPONSIBILITY STATEMENT

Workers

All employees have a legal obligation to comply with WHS legislation, the Council WHS Management System (SAFE PLAN), WHS policies, procedures and work instructions. These operate to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following responsibilities apply to all employees, including permanent, part-time and casual employees:

1. Ensuring you keep up to date and comply with WHS legislation and SAFE PLAN (WHS Plan) and participate in the completion of Monthly Action Plans (MAPs)
2. Performing all work and associated functions in a safe manner
3. Complying with WHS policies, procedures, reasonable written or verbal work instructions issued by Council or its officers
4. Correctly using and maintaining all personal protective clothing and equipment supplied by Council
5. Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council property generally
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage as requested
8. Attending relevant toolbox talks, team discussions or specific training organised by Council
9. Identifying the location of first aid treatment centres, fire protection facilities and evacuation procedures in the work area
10. Support safety in the workplace by undertaking First Aid Officer, Fire Warden and other WHS related functions in your workplace
11. Working in a manner that will not endanger you, other employees or the public
12. Cooperate with any reasonable instruction given by Council officers
13. Report any safety concerns to your supervisor
14. Ensuring compliance with National Heavy Vehicle legislative requirements relevant to this position

I have read and understand the above position description and WHS Responsibility Statement S3					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	

Last Review Date: 27 March 2025