

This is an exciting and unique opportunity to be part of an organisation with an energetic and collaborative approach with a commitment to meeting the expectations of customers and the communities of Douglas.

Our organisation offers excellent working conditions and a range of generous employee benefits including flexible working arrangements and supports and encourages our employees with training and professional development opportunities.

Applications are hereby invited for the following position: -

Grants Officer

Douglas Shire Council is an Equal Opportunity employer, promoting workplace diversity and a safety culture with a smoke free environment

DEPARTMENT: Corporate and Communities

APPLICATIONS CLOSE: Friday 9 August 2024

Your application must consist of the following information:

CHECKLIST

- Cover Sheet**
- Covering Letter addressing the three main elements under the selection criteria:**
 - ☞ Qualifications
 - ☞ Knowledge, Skills and Expertise
 - ☞ People Oriented Skills and Attributes
- Copy of current resume, qualifications, and licences (relevant to the position)**



Applications should be addressed to:

Douglas Shire Council
Human Resources
PO Box 723
Mossman QLD 4873

recruitment@douglas.qld.gov.au



**WITH COMPLIMENTS
INFORMATION KIT**

Grants Officer

Position Number: 111

Closing Date: Friday 9 August 2024

IMPORTANT INFORMATION REGARDING YOUR APPLICATION

Please read the following information on 'How to Apply' as it will help you with the preparation of your employment application. Be sure to read the details of the Information Kit carefully.

PRE-EMPLOYMENT ASSESSMENT

Following the selection of a preferred candidate Council may require a number of further checks including reference checks, police history / criminal history checks, medical assessment and drug and alcohol test.

EMPLOYMENT ELIGIBILITY

To apply you must be a Permanent resident of Australia, Australian Citizen, New Zealand Citizen or hold the appropriate visa to work in Australia to apply

Privacy Information: Douglas Shire Council is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by authorised Council Officers, including Human Resources and the relevant selection panel members. Your information will not be given to any other person or agency unless you have given us permission, or we are required by law.

Application Process

The following information will detail the application process and provide you with the information on “how to apply”.

In most cases, you no longer have to address each individual selection criteria in writing. Instead, you are asked to tailor your application to address three main elements in a covering letter and provide your resume. Please keep the covering letter brief (from two to three pages). Unless specifically requested, there is no need to write individual responses to the Selection Criteria in the Position Description.

What is required?

Using the streamlined process for short listing means your application will be assessed against the three main elements:

- i. Qualifications
- ii. Knowledge, Skills and Expertise
- iii. People Oriented Skills and Attributes

When preparing your application, read through the Key Duties and Responsibilities and Selection Criteria within the Position Description and organise your information under the three headings to create your covering letter. You can use the Selection Criteria to help you identify how your knowledge, skills, experience, personal attributes and qualifications are most relevant to the position.

Qualifications

Include details of and where you attained any education, training, qualifications, tickets and licences including those you are working towards.

Knowledge, Skills and Expertise

Identify relevant knowledge, skills and work experience as it relates to this role. Your response might provide examples that give details of the nature and extent of your experience, skills, responsibilities and any notable accomplishments or achievements.

People Oriented Skills and Attributes

These are personal characteristics you possess that would make you successful in this role. For example, if you are articulate and a good listener and the role requires you to provide excellent communication skills you need to demonstrate situations where you have exhibited this and how it will be of benefit to the role.

The chairperson of the selection panel may contact you for further clarification of your application during the short-listing process.

Addressing the three main elements

When addressing the three main elements you should ensure that your responses are relevant to the position. Using bullet points with examples is a simple approach to demonstrate how you meet the requirements of the position. When using examples try keeping to the following STAR principles:

Situation - What was the situation? Start by providing an example of where and when you carried out a specific task, used a required skill or demonstrated the particular knowledge.

Task - What were the tasks involved? Write about what your role was and what you did or were responsible for such as the tasks or duties you undertook that demonstrate your skills, knowledge or ability.

Action - What actions did you take to achieve the tasks? What skills, knowledge or ability did you use, what did you do and how did you do it?

Result - What resulted from the actions you took? What did you achieve and what were the results of what you did?

DOUGLAS SHIRE COUNCIL
GENERAL CONDITIONS OF EMPLOYMENT

<u>POSITION:</u>	Grants Officer
<u>LOCATION:</u>	Mossman Administration Building
<u>CLASSIFICATION:</u>	Level 4 / 5
<u>SALARY:</u>	Salary ranging from \$81,156.45 to \$92,207.61 per annum. Level on appointment will be dependent upon demonstrated competencies and experience.
<u>AWARD:</u>	Queensland Local Government Industry (Stream A) Award – State 2017.
<u>LEAVE:</u>	Five (5) weeks annual leave and fifteen (15) days sick leave per annum. Annual Leave Loading applies. A nine (9) day fortnight rostered day off system also applies.
<u>SUPERANNUATION:</u>	Employer superannuation contributions will be made at the rate of up to 12% of your salary through membership of Brighter Super or a complying fund. Employees may nominate to Council superannuation contributions they would like to contribute. A medical examination may be required.
<u>APPLICATIONS:</u>	Applications can be submitted by: Addressed to: Private and Confidential Douglas Shire Council Human Resources PO Box 723 MOSSMAN QLD 4873 or recruitment@douglas.qld.gov.au
<u>CLOSING DATE:</u>	Friday 9 August 2024

Position Applied for:	Grants Officer
Position Number	111

Mr

Mrs

Ms

Miss

Date: _____

Given Names: _____

Family Name: _____

Preferred Name: _____

Postal Address:

Home Address:

Telephone Numbers:

Home: _____

Work: _____

Mobile: _____

Preferred Contact Number:

Email:

Have you previously worked for Douglas Shire Council?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Dates: _____
Are you a current employee of Douglas Shire Council?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Dates: _____

<i>Current Employees must complete:</i>	Employee No: _____	Classification Level: _____
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Position Title: _____

Department: _____	Supervisor: _____
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Are you currently being represented by an external recruitment agency?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Name of Agency: _____
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In order for Douglas Shire Council to monitor its advertising effectiveness, could you please indicate where you located this advertisement: (Please tick)

Douglas Shire Council website Douglas Shire Council Facebook Douglas Shire Council LinkedIn

On-line (please specify site, e.g. seek.com, CouncilJobs.com, lgjobs.com.au):

This section is Optional: Do you identify with any of the following groups? (Please tick)

Aboriginal / Torres Strait Islander Disability English as Second Language

Applicant Consent Details (Please Tick):

I consent to my application being considered for other similar positions within Council over the next 6 months and I consent to my application and personal information being forwarded to the relevant Council Officer for consideration.

NB. By ticking this box it does not automatically mean that your application will be considered for all positions at Council. A separate application must be submitted for each vacancy.

Applicants Signature:

POSITION DESCRIPTION

Position Title:	Grants Officer
Position Number:	111
Department:	Corporate and Communities
Unit:	Community Services
Team:	Community and Economic Development
Reports To:	Team Leader Community and Economic Development
Award Classification:	Level 4 / 5 Queensland Local Government Industry Award (Stream A) - State 2017 and applicable Division(s)
Hours:	Nominal 72.50 hours, nine (9) days per fortnight as per agreement.
Number of Direct Reports:	Nil
Delegations:	Delegations as per the Delegations Register
Pre-placement Medical:	No
National Police History Check:	Yes
Date Developed:	July 2015
Date Reviewed:	July 2024

Douglas Values

Champion behaviour which exhibits the following values which underpin our efforts to build a culture based on positive relationships with colleagues and the community.



Honesty



Trust



Fairness



Teamwork

Position Objectives

The purpose and function of the position is to:

- Ensure grant opportunities are maximised by identifying funding opportunities for organisational projects.

- Be responsible for the identification, coordination and preparation of high-quality applications for grant submissions.
- Coordinate reporting and acquittal requirements for grants received.
- Undertake research and liaise with internal stakeholder to prepare papers, reports, business cases and other supporting documents to pursue Council priority projects and strategies.
- Manage Council's own community grants and sponsorship program.
- Be responsible for the identification, coordination, and preparation of high-quality applications for Award submissions.

Organisational Relationships

Position Reports to:	Team Leader Community and Economic Development
Position Supervises:	Nil
Internal Relationships:	The Grants Officer works within the Community and Economic Development team and provides assistance and support at all levels within the organisation.
External Relationships:	The Grants Officer works with government peers and leaders, local government representatives, community leaders, and members of the public.

Qualifications and Experience

Essential

Qualifications

- A relevant Degree or Diploma or demonstrated experience in a similar role.
- Current Queensland Drivers Licence.

Knowledge, Skills & Expertise

- Demonstrated experience in writing grant submissions and successfully obtaining grant funding.
- Demonstrated ability to produce high quality documentation such as grant and award submissions, briefing papers, and reports.
- Highly developed communication skills (written and verbal) with demonstrated ability to tailor communication to relevant audiences and ability to develop high performing working relationships.
- Demonstrated effective analytical and problem-solving skills with the ability to research projects, interpret and analyse information, prepare succinct information, and provide sound advice, options or recommendations.
- Excellent computer skills necessary for research and producing submissions including experience with Microsoft Office Suite applications.
- Knowledge of State and Federal Grant Programs.
- Knowledge of Award opportunities that are applicable to Council projects and activities.
- Knowledge of Local Government and ability to work effectively with other stakeholders.

People Oriented Skills & Attributes

- Proven ability to interact with a diverse range of stakeholders.
- Sound time management and organisational skills.
- Ability to work with pressure to meet tight deadlines and competing priorities.
- Ability to achieve results with a professional approach.

Key Responsibilities & Duties

Responsibility for coordination and writing of high-quality grant applications for Council, and ensuring that Council's opportunities to obtain external funding are maximised by:

- Liaising closely with internal departments to gather all pertinent information required for completing the grant applications.
- Writing high quality grant applications directly aligning with Council's strategic directions.
- Researching, developing, and maintaining a funding calendar that identifies appropriate funding opportunities including available grants, philanthropic trusts and subsidies for both Council and local community organisations. Ensure the calendar is regularly updated and disseminated both internally and externally to local community networks.
- Seeking specific grant funding to match the organisational priorities and identified projects and activities.
- Assisting project officers to ensure all grants are managed and pursued to a successful outcome and acquitted in accordance with grant conditions.
- Administer Council's annual grants and sponsorship program.
- As directed, undertake research, and prepare papers, reports and other communications to ensure the Management Team and Councillors are aware of and have the opportunity to provide input to local government industry developments, economic development opportunities and strategic industry opportunities.
- Drafting submissions as required in response to discussion papers, issues paper, calls for expressions of interest and other requests for input from Government, not for profit organisations and other stakeholders.
- Developing a network of contacts within Local, State and Federal Government departments and other non-government bodies to maximise knowledge of available grants and the applicable guidelines and eligibility criteria.
- Assisting project officers with the preparation of supporting documentation e.g. Business Cases, to ensure priority projects are grant ready.
- Assisting in the development of partnerships and projects including research and budget preparations to support grant applications.
- Identifying Award opportunities that recognise and promote the innovative projects and activities undertaken by Council.
- Ensuring high quality applications, expressions of interest and research papers are completed and submitted on time.
- Ensuring compliance with Council's process regarding the development, approval and submission of funding applications and other documentation.
- Writing of reports and present to Council as required.
- Understanding the organisation's priorities.

Performance Indicators

Performance Indicators will be:

- Work effectively internally within Council and externally with other government departments and not for profit organisations to develop and maintain strong working relationships.
- Number of suitable grants identified.
- Number of grants applied for.
- Number of grants secured.
- Successfully acquit all grant funding.