

## Position information

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<b>Position Title:</b>	Community Grants Officer
<b>Classification:</b>	Band 6
<b>Reports to:</b>	Community Wellbeing Coordinator
<b>Division:</b>	Community & Customer Experience
<b>Department:</b>	Family, Youth and Wellbeing

## Our strategic context

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### Council Plan Vision Achievement

We partner with our community to protect and care for the community of life in Bayside making an inclusive, active, healthy, connected and creative experience for all.

### How we work together

Our values and behaviours underpin all the work we do and are the foundation for the development of One Bayside.

We hold ourselves and each other accountable to our shared values and behaviours of **Respect Each Other, Own It, Work Together** and **Find Better Ways**.

## Position Purpose

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- Lead the delivery of Councils Community Grants program, ensuring all grants are managed accurately, equitability and in a timely manner
- Ensure all grant assessments and fund allocations are aligned with Councils key strategic plans and objectives, including the provision of adequate support for organisations to prepare strategically aligned grant applications
- Plan and support the delivery of community capacity building programs and public information sessions to promote Council's grant program.
- Ensure each stream within the grants program has a clear evaluation and acquittal process and successful grant recipients are supported to develop and demonstrate effective evaluation practices.
- Develop new and strengthen existing relationships with key community partners and internal stakeholders

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- Identify and implement practical measures to increase the accessibility and awarenesses of Councils Community Grants program
- Contribute to the development of plans, policies and procedures aligned with community wellbeing projects including the Municipal Public Health and Wellbeing Plan (MPHWP)

## Position – Key Functions, Accountabilities & Outcomes

Key Functions	Accountabilities	Outcomes
Be responsible for the delivery of Councils Community Grants program, ensuring all grants are managed equitably and provide impactful outcomes for the community	<ul style="list-style-type: none"> <li>• Promotion of all Community Grants Streams</li> <li>• Delivery of grant information sessions</li> <li>• Mitigation of risks to Council such as fraud and corruption</li> <li>• Manage the administration of grant applications through Council's grant management system (SmartyGrants)</li> <li>• Ensure distribution of all funds is equitable through an effective assessment and application process</li> <li>• Support internal grant assessments by providing guidance and training, and collating feedback for decision making</li> <li>• Implement effective evaluation and acquittal processes</li> <li>• Ensure all grant enquiries are responded to correctly, within a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>• Aligns with Council's strategic objectives including the Council Plan, Municipal Health and Wellbeing Plan, Reconciliation Action Plan, Disability Action Plan and Climate Emergency Action Plan</li> <li>• Delivers tangible health and wellbeing outcomes to the Bayside Community</li> <li>• Ensure an equitable and thorough approach to the grants assessment process is maintained</li> <li>• Provides end-to-end high level customer experience to all applicants</li> <li>• All community grant applicants are managed centrally within SmartyGrants</li> </ul>
Provide specialist advice to community organisations in order to build their capacity to deliver, sustainable and impactful initiatives, that meet the community's health and wellbeing needs	<ul style="list-style-type: none"> <li>• Work in partnership with previous and prospective grant applicants to strengthen program logic and evaluation principles</li> <li>• Support organisations to clarify their objectives, navigate grant options and prepare competitive grant applications</li> </ul>	<ul style="list-style-type: none"> <li>• Increased quality and number of community grant applications</li> <li>• Increased number of community partnerships developed</li> <li>• Increase number of sustainable and suitable community health and wellbeing programs</li> </ul>

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	<ul style="list-style-type: none"> <li>• Connect with community groups and organisations to support, strengthen and encourage grant applications</li> <li>• Identify and implement practical measures to increase accessibility to and support for Council grants</li> <li>• Measure and report on capacity building benefits and outcomes to Council and the community</li> </ul>	<ul style="list-style-type: none"> <li>• High quality evaluation and acquittal information is received at completion of funded programs</li> </ul>
Conduct research to identify potential new grant funding sources aligned with strategic goals.	<ul style="list-style-type: none"> <li>• Write and submit grant proposals, interim reports, and acquittals accurately and timely</li> <li>• Manage online grant notification system and communicate relevant grants to Council departments</li> </ul>	<ul style="list-style-type: none"> <li>• Receiving grant funding that increases capacity to deliver community initiatives aligned with Councils strategic goals</li> </ul>
Contribute to the development of plans, policies and procedures aligned to community wellbeing projects, including the Municipal Public Health and Wellbeing Plan (MPHWP).	<ul style="list-style-type: none"> <li>• Work alongside Health and Social Planner to ensure Actions from the MPHWP and other related plans and policies are delivered and evaluated</li> <li>• Support the Health and Social Planner to development actions in-line with community partners strategic objectives and emerging community need</li> </ul>	<ul style="list-style-type: none"> <li>• Plan actions are informed by contemporary research, and emerging data trends</li> <li>• Practical and impactful community programs and initiatives are developed</li> <li>• Grant evaluation and acquittal information is utilised to inform future planning</li> </ul>

## Position - Organisational Relationships

### Key Internal Contacts:

- Community Wellbeing Coordinator
- Manager Family, Youth and Wellbeing
- Director Community and Customer Experience
- Governance team members

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- Wellbeing team members
- MHWBP action owners
- Council Volunteer Coordinators
- Open Spaces & Recreation Department
- Community Care Department

**Key External Contacts:**

- Community Neighbourhood Houses
- Community groups and volunteers
- Local, State and Federal Government Departments
- Local service providers
- Non-government Organisations
- Community Grant Funding Participants

## Position - Delegations

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**Financial Delegations:** As per Financial delegations

**People and Position Delegations:** As per People and Position delegations

## Position – Skills and Competencies

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<p>Accountability and Extent of Authority</p>	<ul style="list-style-type: none"> <li>• Under the direction of the Community Wellbeing Coordinator and within the policies and procedures of Council, the Grants Capacity Building Officer is responsible for:</li> <li>• Professional, timely and accurate advice relating to volunteering and partnership development to internal and external stakeholders as directed by management.</li> <li>• The signing of correspondence on matters of a general nature; and</li> <li>• Preparation of funding applications, reports and briefing documents for management review, sign-off and submission</li> </ul>
<p>Judgement and Decision Making</p>	<ul style="list-style-type: none"> <li>• Demonstrated ability to identify risk management issues and to take appropriate steps to minimise risk to Council and the community</li> </ul>

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	<ul style="list-style-type: none"> <li>• Demonstrated ability to read the operational environment and appropriately communicate issues and opportunities</li> <li>• Demonstrated ability to seek information and, in a timely way, refer issues to more appropriate parties</li> <li>• Demonstrated ability to problem-solve and to assist work teams to resolve issues and to realise opportunities; and</li> <li>• Guidance and advice is always available from the Community Wellbeing Coordinator</li> </ul>
Interpersonal Skills	<ul style="list-style-type: none"> <li>• Demonstrated ability to establish and maintain positive and cooperative relationships with the community, staff and other stakeholders and to develop and contribute to creative and cooperative work teams</li> <li>• Demonstrated ability to make presentations to various internal and external stakeholders as directed by the Coordinator and Manager; and</li> <li>• Ability to professionally represent Council at external forums</li> </ul>
Qualifications and Experience	<ul style="list-style-type: none"> <li>• A tertiary qualification in community development or related field and/or equivalent knowledge and experience</li> <li>• Demonstrated community engagement experience</li> <li>• Experience in providing input into the development of policies, plans, procedures, systems and risk management principles</li> <li>• Demonstrated understanding of issues facing the volunteering sector</li> <li>• An ability to apply skills and knowledge to a range of diverse and challenging environments; and</li> <li>• Current drivers licence</li> </ul>
Specialist Skills and Knowledge	<ul style="list-style-type: none"> <li>• Demonstrated understanding of community development issues and trends</li> <li>• Demonstrated understanding of policy, planning, management and development issues relating to community volunteering and partnership management</li> <li>• Demonstrated experience using volunteer and partnership management database systems; and</li> <li>• Proficient computer skills including an advanced understanding of the functions of Microsoft Office products (e.g. Word, Excel, Powerpoint)</li> </ul>
Management Skills	<ul style="list-style-type: none"> <li>• Ability to work on and manage a number of projects concurrently</li> <li>• Customer service skills</li> <li>• Ability to identify and engage culturally, socially diverse communities, and community participation opportunities; and</li> <li>• Good writing skills including the preparation of policies, plans, procedures and presentations</li> </ul>

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# What we are all responsible for

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## Values and Behaviours

- Embrace and live the shared values of Bayside City Council: ***Respect Each Other, Own It, Work Together, Find Better Ways.***
- Reflect these values in how we do business and how we treat each other, our customers and our community members.
- Work in a manner that reflects the agreed Team Behaviours.



## Code of Conduct

All employees are required to comply with the standards of behaviour that are outlined in the Code of Conduct. The Code of Conduct sets the expectations Council has of all employees, as well as the expectations that employees can have of Council. It helps us to understand our responsibilities in terms of:

- Adhering to Council policies and procedures, and the law.
- Dealing with Council Property.
- Corporate Obligations.
- Personal Conduct.



## Customer Service

We are committed to being a customer-focussed organisation that delivers excellent and effective customer service at all levels. By engaging with the community, delivering simplified processes, and exceeding expectations, we are committed to customer service that will be:

- Easy to deal with.
- Empathetic.
- Effective.
- Trusted.



## Diversity, Equity and Inclusion

We are focused on creating a psychologically safe culture where our people feel respected and free to speak up. A culture where:

- Inclusivity becomes a conscious standard practice.
- We have a safe workplace where people are respected, heard and valued.
- We have a thriving high-performance culture.
- We are able to achieve our strategic goals.

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## **Safeguarding Children and Young People**

We are committed to building a culture that keeps children and young people we support and engage with safe from abuse through:

- Promoting the safety and wellbeing of children and young people to whom we provide services.
- Ensuring that our interactions with children and young people are consistent with the Safeguarding Children and Young People Policy and Safeguarding Children and Young People Code of Conduct.
- Speaking up and reporting any suspicions, concerns, allegations, or disclosures of alleged abuse, by staff and those with whom we interact.
- Following policies and procedures for safeguarding children and young people.
- Maintaining a valid Working with Children Check.



## **Workplace Health, Safety and Wellbeing**

- Read and comply with all OHS policies and procedures in relation to your OHS roles and responsibilities.
- Immediately report all hazards and incidents, following the appropriate processes and using the online hazards and incidents form.
- Work in a manner that will not endanger yourself or any other person.
- Assist new employees in the use of proper work practices and procedures.
- Use personal protective equipment clothing or equipment (PPE) provided as instructed by your supervisor and report any defective or damaged PPE.
- Not attempt any task unless you are capable and competent to carry out the task.



## **Sustainability**

- Demonstrate individual responsibility and commitment to sustainability by complying with Council's internal policies and guidelines.
- Participate in staff initiatives and change campaigns to reduce impact on the environment, including energy and water efficiency, recycling and avoiding waste, zero carbon transport and sustainable procurement.

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