

**A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES  
ENJOY A VIBRANT LIFESTYLE**

### Community Grants and Partnerships Support Officer

<b>Division</b>	Community and Environmental Services	<b>Department</b>	Community Services, Sport and Recreation
<b>Reports To</b>	Team Leader, Community Grants and Partnerships.	<b>Direct Reports</b>	No

#### Position Purpose

This position is responsible for providing business support for the delivery of Council's community funding programs.

#### Key Responsibilities and Outcomes

##### Operational

- Assist in the delivery of Council's suite of funding programs, including liaison with applicants and internal stakeholders, undertaking assessment processes and management of funding acquittals.
- Actively support the promotion of the grants and funding programs to potential applicants, including drafting content for marketing collateral and newsletters and liaising with Media and Communications team.
- Provide advice to prospective funding applicants and internal stakeholders in relation to program enquiries.
- Participate in the development, implementation and review of business processes and systems that support best practice grant and funding management.
- Provide high level administrative and business support within the team, including coordination of incoming and outgoing correspondence, and purchase order and invoice processing.
- Develop and maintain positive relationships with community organisations to support their access to Council's funding programs and to generate feedback on the effectiveness of the programs.

##### Values

At Moreton Bay Regional Council we are on a journey to creating a great culture. Our values shape the way we behave and how we interact with each other to deliver the best service to the community. The safety of you and the community is our number one priority and we are all responsible for creating an inclusive, safe workplace and protecting our environment. As a team member, you will take individual accountability for demonstrating the values, expectations and behaviours.

#### Decision Making

**Budget** - N/A

**Delegations** - Delegations under the *Local Government Act 2009* and as directed and published in Council's Delegation Register.

#### Knowledge & Experience



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- High level of administration and business support skills and experience.
- Experience in the administration and delivery of a range of grant and funding programs.
- Experience in utilising grant management administration systems and processes.
- Demonstrated communications skills, including written and verbal skills.
- Demonstrated experience in building high quality relationships with internal and external stakeholders, with a strong focus on provision of quality customer service.
- Ability to work constructively in a fast-paced work environment and contribute positively to a team.

### Qualifications

Current C class driver's license.

*This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct employees to perform other duties at their discretion.*