

Department of Natural Resources and Environment Tasmania

Statement of Duties

Position title	Specialist Grant Coordinator
Position number	708896
Division/Business Unit/Branch	Environment Heritage & Land / Environment / Policy, Projects & Regulatory Services
Award/Agreement:	Tasmanian State Service Award
Classification	General Stream, Band 6
Position Status	Fixed-term
Full Time Equivalent (FTE):	1.0 FTE (minimum 0.80 FTE, by negotiation)
Ordinary hours per week:	36.75 hours (minimum 29.40 hours, by negotiation)
Location	Hobart
Reports to	Program Manager (Waste Policy and Programs)

Position Purpose

The purpose of the role is to provide specialist Grant Program advice and coordination, to assist both the development of Government grant programs relating to waste and resource recovery initiatives, and to support stakeholders efficiently and effectively engage with those programs.

Major Duties

- Develop and manage grant templates, tools and resources for grants or grant programs in accordance with Government and Departmental requirements. Utilise feedback from stakeholders, clients and internal users for continuous improvement.
- Assist in the development of a coordinated grant program to support Government initiatives related to waste management and resource recovery.
- Manage or support specific grants and grant programs through their development, advertising, assessment and awarding, implementation, acquittals and conclusion. This includes developing appropriate contractual arrangements, and ongoing management of the agreements.
- Complete grant management reviews for compliance, risk and quality using report data, interviews, feedback and supporting information.
- Develop and maintain mutually beneficial relationships internally and externally that foster the correct use of grant management systems and record management according to approved policies, procedures and processes.
- Act as a liaison point for technical advice and support regarding grants, and related issues of consultancy procurement and contract management where relevant.

Responsibility, Decision Making and Direction

The occupant of the position is responsible for:

- implementing policies, regulations and plans to provide efficient and effective program or service delivery outcomes;
- management and/or quality control of outcomes, processes, systems, resources, assets and infrastructure. This includes managing the performance of subordinate staff;
- providing advice on the application of policy to systems and processes in meeting specified program objectives; and
- a safe working environment by complying with relevant Work Health and Safety (WHS) legislation, codes of practice and policies, procedures and guidelines issued under the Department's WHS Management System.

The decision making and direction in relation to the role are that:

- guidance and instruction may on occasion be received on the implementation of modifications consistent with policy, regulatory and/or technological requirements and developments;
- the occupant operates with considerable independence in determining priorities, procedures and approach in implementing policies, plans, systems and procedures in a complex specialised environment; and
- work of a highly technically complex nature or with a varied range of activities may receive instruction and/or provide innovative solutions to meet program or service delivery outcomes.

Knowledge, Skills and Experience (Selection Criteria)

- Significant expertise in contemporary Grant management practices, or similar practices such as procurement, contract and client management. Highly developed and detailed understanding of the operational framework for State Government grants, including Treasurers Instructions, regulations, policies, systems and processes for effective program and service delivery.
- High level communication and interpersonal skills including consultation, negotiation, liaison and conflict resolution skills and the ability to effectively represent the Agency. High level written communication skills, including the ability to clearly, concisely and accurately convey complex technical information in a manner understandable to non-specialists.
- Highly developed conceptual and reasoning skills to research, investigate, analyse, evaluate and integrate relevant solutions from diverse disciplines or fields into the area of activity. Initiative, flexibility and creativity in developing options and recommendations to resolve problems and improve service delivery.
- High level project management and organisational skills which enable the coordination, facilitation and conduct of a variety of activities, and the planning and completion of work activities within tight time frames.

- High level self-management skills including the ability to plan and prioritise workload, work independently with limited supervision, together with the demonstrated ability to work as part of a broader team in order to achieve outcomes.

Position Requirements

Essential Requirements

- A person is to provide evidence that they are vaccinated against COVID-19 or have an approved exemption.

A person is vaccinated against COVID-19 if the person has received all doses of a vaccine for COVID-19, necessary for the person to be issued with a vaccination certificate in respect of COVID-19 by the Australian Immunisation Register, or an equivalent document from a jurisdiction outside of Australia.

A person may be granted an exemption from providing evidence that they are vaccinated against the disease where the person demonstrates –

1. Medical contraindication

A person is unable to be vaccinated against the disease due to a medical contraindication if they:

- a) provide evidence in a form provided and accepted by the Head of Agency from a medical practitioner (as defined by the Australian Immunisation Register as a medical practitioner who can grant a medical exemption) which certifies that the person has a medical contraindication that prevents them from being vaccinated against the disease.

Or

- b) have a medical exemption, that applies to the vaccinations for the disease, that has been recorded on the Australian Immunisation Register, operated by or on behalf of the Commonwealth Government.

2. Exceptional circumstances

Demonstrated to the satisfaction of the Head of Agency.

Desirable Qualifications and Requirements

- Relevant tertiary qualification.
- A current motor vehicle driver's licence.

About Us

The Department of Natural Resources and Environment Tasmania (NRE Tas) is responsible for the sustainable management and protection of Tasmania's natural and cultural assets for the benefit of Tasmanian communities and the economy. The Department's activities guide and support the use and management of Tasmania's land and water resources and protect its natural and cultural environment. The Department is also responsible for delivering the services that support primary industry development and the protection of the State's relative disease and pest-free status.

Under Tasmania's emergency management arrangements NRE Tas is the management authority (lead agency) for various aspects of the management of biosecurity emergencies (includes exotic animal, plant and marine disease and pest emergencies), environmental emergencies (includes marine pollution spills), fire in national parks and other reserves, floods from dam failure and sea inundation from storm surge. In regard to those types of emergency prevention, preparedness and response activities are core business of this agency and potentially may involve all staff in some way.

The Department's website at www.nre.tas.gov.au provides more information.

Working Environment

Employees work within an environment that supports safe work practices, diversity and equity with employment opportunities and ongoing learning and development. We are committed to valuing and respecting each other as colleagues and peers. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our customers with respect. We do not tolerate discrimination, harassment or bullying in the workplace.

NRE Tas has a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

There is a strong emphasis on building leadership capacity throughout NRE Tas.

The expected behaviours and performance of the Department's employees and managers are enshrined in the *State Service Act 2000* through the State Service Principles and Code of Conduct. These can be located at www.dpac.tas.gov.au/divisions/ssmo.