

## Community Grants and Partnerships Officer

### Position Description

<b>Directorate</b>	Community and Environmental Services	<b>Department</b>	Community Services, Sport and Recreation
<b>Reports To</b>	Community Grants and Partnerships Team Leader	<b>Direct Reports</b>	No
<b>Queensland Local Government Industry Award - State 2017 -Stream</b>	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	<b>Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level</b>	Schedule 1, Level 4

#### Position Purpose

This position is responsible for administering a range of Council's funding programs.

#### Key Responsibilities and Outcomes

As a Community Grants and Partnerships Officer you will:

- Administer Council's suite of funding programs, including program promotion, applicant liaison, assessment processes, acquittals, evaluation and Council reporting.
- Provide advice to prospective funding applicants and internal stakeholders in relation to program eligibility and the preparation of high-quality funding applications.
- Prepare sponsorship and funding agreements and provide ongoing management of these agreements, including applicant liaison and identification of risk and compliance matters.
- Participate in the development, implementation and review of business processes and systems that support best practice grant and funding management.
- Develop positive relationships with community organisations to support their access to Council's funding programs and to generate feedback on the effectiveness of the programs.
- Plan and assist in the delivery of community capacity building programs and public information sessions to promote Council's funding programs.

#### Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

**SERVICE**

**TEAMWORK**

**INTEGRITY**

**RESPECT**

**SUSTAINABILITY**

<b>Decision Making</b>	
<i>Budget</i>	N/A
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

<b>Knowledge &amp; Experience</b>
<ul style="list-style-type: none"> <li>• Demonstrated skills and experience in the administration and delivery of a range of grant and funding programs.</li> <li>• Sound experience in utilising grant management administration systems, and strong attention to detail.</li> <li>• Highly developed communications skills, including written, presentation and verbal skills.</li> <li>• Demonstrated experience in building high quality relationships with internal and external stakeholders, with a strong focus on provision of quality customer service.</li> <li>• Ability to work constructively in a fast-paced work environment and contribute positively to a team.</li> </ul>

<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• Current "C" Class Driver's Licence.</li> </ul>

*Note: 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 team members to perform other duties at their discretion.*