

# Role Description



**Position Title** Senior Community Grants and Partnerships Officer

**Position Number** CSP382

## Purpose of Role

Lead the Community Grants and Partnerships team in the delivery of Council's various financial community support programs and partnerships.

## Specific Responsibilities

Lead the administration and ongoing development of Council's community grants and donation programs, including: Community Grants Program; Regional Arts Development Fund; Community Support Fund; Donations In-lieu of Rates Program; and Annual Celebrations Fund.

Facilitate and manage community partnerships and out-going sponsorship arrangements, ensuring contractual compliance, return on investment, and alignment of community and corporate objectives.

Identify external grant funding opportunities that support the delivery of Council infrastructure and services, and liaise with internal stakeholders in relation to these opportunities.

Develop and implement business systems, frameworks and processes that ensure the accountable administration and reporting of Council's financial community support programs, partnerships and sponsorships.

Lead the development of high quality business documentation, including but not limited to: corporate correspondence, performance reports, Council meeting documentation and presentations.

Provide leadership to the Community Grants and Partnerships team, developing and maintaining a work culture that encourages teamwork, innovation and excellence.

## Work Experiences and Skills – essential

Demonstrated relevant experience in a similar role or a role requiring a similar skill set.

Demonstrated experience in leading and supervising a work team to achieve desired operational outcomes.

Demonstrated skills and experience in financial management.

Highly developed written and interpersonal communication skills.

Highly developed people and relationship skills with a demonstrated ability to work in a team environment communicating and motivating effectively at all levels of the organisation, contributing to a positive work environment with a strong focus on provision of quality customer service.

## Academic, Trade Qualifications and other Licences – essential

Degree in business administration, social science or other relevant field.

Current C class driver's licence.

## Recordkeeping

In accordance with council's recordkeeping guideline, ensure that full and accurate records are made of all business transactions conducted on behalf of council and that these records are appropriately kept and stored in the appropriate corporate information management systems.

## Health, Safety and Environment

Ensure your safety and that of your work colleagues at work whilst complying with council's workplace health and safety policies, procedures and practices. At no time are you to perform work duties in an unsafe manner. You must always ensure all risks associated with your work tasks are identified and control actions are implemented before work commences.

## Work Location

You may be required to perform your role from any work location within the region.

## Diversity Undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

## Organisational Expectations

