

## POSITION DESCRIPTION – **MANAGER**

Position Title	Proposal Development Officer	Department	SA Director's Office
Location	Adelaide	Direct/Indirect Reports	N/A
Reports to	Strategy & Growth Lead	Date Revised	
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 4		

### ■ Sub-Delegation

The sub-delegation (if any) attaching to the position is outlined in the CEO Sub-delegations (as updated from time to time). Any financial sub-delegation of authority may only be exercised where a Finance project code or budget is allocated to that position.

### ■ Position Summary

The Proposal Development Officer is responsible for developing high quality funding proposals and concept notes across a range of key program initiatives in South Australia, in line with Red Cross growth priorities.

This role reports to the Strategy & Growth Lead, and works in close collaboration with relevant programmatic, service delivery and finance teams in Red Cross (at both a state and national level).

### ■ Position Responsibilities

#### Key Responsibilities

- Lead the development of high-quality funding proposals and concept notes and ensure they are developed in a timely manner.
- Communicate proposal requirements and timelines for inputs into and review of proposals with Red Cross staff.
- Gather inputs from programmatic, service delivery and finance teams in Red Cross (at both a state and national level) and relevant external partners, as necessary for drafting the required proposal documents.
- Monitor progress against the timeline set for proposal development, communicating regularly with all stakeholders and escalating issues when necessary.
- Coordinate across all stakeholders to ensure that prior to submission all proposals are reviewed and approved by the relevant parties.
- Ensure that concept notes and proposals align closely with the Red Cross strategies, sector plans, master budgets and M & E frameworks.
- Support the Strategy & Growth Lead to track funding opportunities to ensure timely engagement with donors regarding potential funding.
- Support the Strategy & Growth Lead with the development and review of other proposals and reports as necessary.
- Maintain knowledge of industry trends and practices to ensure the ongoing development of Red Cross services.

## ■ Position Selection Criteria

### Technical Competencies

- Experience in leading the preparation successful funding proposals
- Experience in project management, report writing, research and evaluation.
- Experience in Agile project management and/or human centred design is desirable.
- Skills in analysis and interpretation of quantitative and qualitative data.
- Excellent communication, presentation and negotiation skills.
- Ability to develop effective and positive relationships that add value to the organisation.
- Sound computer skills, intermediate word processing skills, spreadsheet and database use skills.
- Ability to conceptualise, reason through problems and adopting appropriate solutions.
- Good understanding of monitoring and evaluation mechanisms

### Qualifications/Licenses

- Relevant tertiary qualifications, skills and/or experience in public service, business administration, project management, community services or related fields.

### Behavioural Capabilities

- **Personal effectiveness | Achieve results** | Demonstrated ability to coach and support teams to achieve the results committed to. Accepts responsibility for ensuring team goals are achieved. Ability to manage changing circumstances and potential challenges.
- **Personal effectiveness | Solving problems** | Demonstrated ability to use data, knowledge and experience to identify problems potentially impacting teams or programs and proactively develop and implement effective solutions.
- **Team effectiveness | Managing performance** | Demonstrated capability to take ownership of work and use initiative to deliver results. Ability to set performance standards for teams and provide coaching and feedback to ensure standards are met.
- **Team effectiveness | Communicating** | Demonstrated capability to communicate clearly and concisely ensuring messages are understood by all within the team using a range of communication techniques. Ability to express ideas clearly, listen effectively and provide feedback constructively.

## ■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:  
**Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality**
- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 3 years thereafter. Police check renewals may be required earlier than 3 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements

- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters