# Department of State Growth

# Statement of Duties

Position Title: Grant Systems & Support Officer

Position number: 005102 and 005328

Award/Agreement: Tasmanian State Service Award

Classification level: General Stream Band 4

Division/branch/section: Business Services / Risk and Resource Management / Grant Services

Supervisor: Manager Grant Services

Location: South

Employment status: Flexible

### Position Objective

Provide high level administrative tasks and provide general Grants advice to support the effective coordination and management of Grants activities across State Growth.

### Major Duties

* Support the development and management of templates, tools and resources for grant management across the department.
* Provide consistent advice, support and skills coaching as appropriate, and escalate complex matters for resolution, across various divisions of the department.
* Use, and support the use of, grant management systems and record management according to policies, procedures and processes.
* Undertake review of activities to assess for compliance, risk and quality of grants.
* Maintain grant information and contribute to documenting, communicating and coordinating the implementation of improvements across the department.
* Coordinate and provide administrative support for assessment processes.

### Scope of Work: (Responsibility, Decision-Making and Direction Received)

Under broad direction of the Manager Grant Services this role is responsible for the completion of assigned duties and effective delivery of operational processes.

This role is a part of a team tasked with implementing and maintaining a new Grants Management Framework. The occupant will play a part in the provision of advice and services to ensure the success of the new framework.

The Systems & Support Officer will have regular interaction and provide support to the Consultant and Systems Administrator roles.

The Systems & Support Officer is expected to be self-managing day-to-day and operates with general guidance and is expected to use initiative to make timely and accurate decisions and resolve operational issues, where required.

### Selection Criteria (Knowledge and Skills):

1. Demonstrated experience, knowledge and understanding of grant management principles and practices, or the ability to quickly obtain grant management skills
2. Highly regarded interpersonal, oral and written communication skills, including effective consultation and negotiation skills and the ability to liaise effectively with a variety of client groups.
3. Proven ability to undertake research, evaluating and formulating information for the preparation of clear, accurate and concise documents.
4. Proven ability to contribute to a team environment including the capacity to plan, organise and priorities own work with a commitment to client service, task accuracy and completion.
5. Demonstrated skills in the application of information technology within a grants management environment, in particular advanced skills in word processing and spreadsheet software.

### Position Requirements

#### Pre-employment

* *Nil*

#### Essential

* *Nil*

#### Desirable

* *Nil*

### Working at State Growth

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [department’s website (http://www.stategrowth.tas.gov.au/)](http://www.stategrowth.tas.gov.au/) provides more information.

Our department is a diverse, inclusive and flexible workplace that enables our people to contribute to their full potential. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our clients with respect.

State Growth is a values-based organisation. Our aim is to attract, recruit and retain people who will uphold our values and are committed to building a strong values based culture. Our values and behaviours reflect what we consider to be important, that is

*Our people* who are at the heart of the organisation; o*ur decisions* which are based on sound principles; and o*ur clients* who are at the centre of what we do.

We have the ***Courage to Make a Difference*** through:

* ***Teamwork*** – our teams are diverse, caring and productive
* ***Respect*** – we are fair, trusting and appreciative
* ***Excellence*** – we take pride in our work and encourage new ideas to deliver public value
* ***Integrity*** – we are ethical and accountable in all we do.

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices. State Growth has zero tolerance to violence, including violence against women and any form of family violence. We will take an active role to support employees and their families by providing a workplace that promotes their safety and provides the flexibility to support employees to live free from violence.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at State Service Management Office ([www.dpac.tas.gov.au/divisions/ssmo](http://www.dpac.tas.gov.au/divisions/ssmo))