

POSITION DESCRIPTION

Strategic Grants Coordinator

Position	Strategic Grants Coordinator
Classification Level	Common Law
Location	Darwin
Reports to	Executive Director Corporate Services

ORGANISATION

Located within the Top End of the Northern Territory, the West Daly Regional Council (WDRC) covers 14,000 square kilometres and has a population of more than 3700 residents throughout the communities of Wadeye, Palumpa and Peppimenarti as well as the surrounding 33 homelands, a number of which are serviced by Council. Wadeye is the largest remote community and the fifth largest town in the Northern Territory.

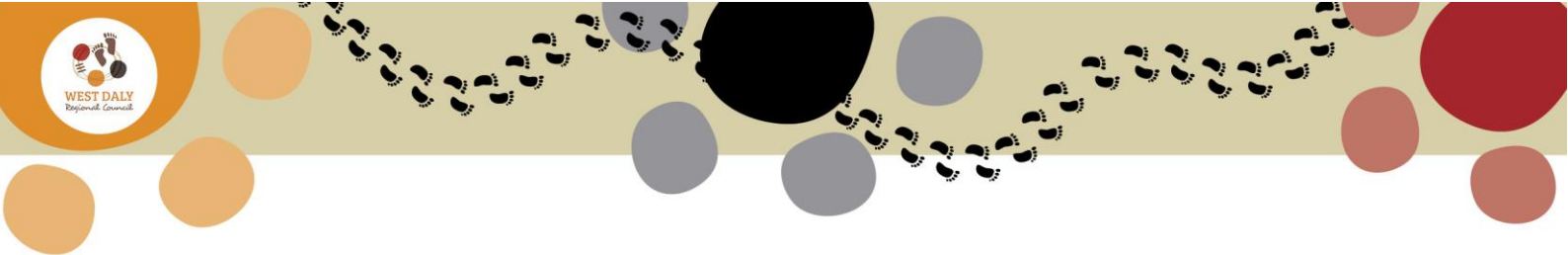
A young and vibrant Regional Council, our vision is to deliver quality services and support development opportunities, including local jobs for local people, along with implementing a range of strategies that will help shape a prosperous and sustainable future for the region.

The council's long-term goals are to:

- Provide good governance, leadership and advocacy
- Provide local employment and strong regional economy
- Provide high quality services within financial resources available
- Maintain and develop council's assets, natural resources and country
- Ensure Strong, safe and healthy communities that respect culture, heritage and change

ATTRIBUTES

- Service** Work performed is of the highest quality, innovative and solutions focused.
- Ethical** Applies the highest standards of integrity and ethical conduct.
- Attitude** Demonstrates a positive approach, appropriate behaviors and teamwork.
- Discretion** Makes appropriate decisions, sound judgements and communicates effectively.
- Safe** Work practices performed apply and promote Work Health Safety standards.



POSITION

The primary objective of this position is to drive increased grant revenue opportunities for Council through strategic engagement with Territory and Commonwealth agencies and the effective project management and oversight of Council's grant application processes including project selection, high quality application preparation, training and continuous improvement.

The role is required to work with a high level of autonomy and represent Council in discussions and negotiations with senior personnel at Territory and Commonwealth Government agencies and departments. The role is also required to build strong relationships with and provide strategic advice and recommendations to senior Council management (including the Senior Leadership Team) on opportunities to maximise grant revenue.

ROLE RELATIONSHIPS

Internal

Chief Executive Officer
Executive Director Corporate Services
Chief Operations Officer
Finance Department staff
Administrative staff
Operations Team

External

Commonwealth Government
Northern Territory Government
Community Organisations
CouncilBiz
LGANT
External agencies and service providers

DUTIES

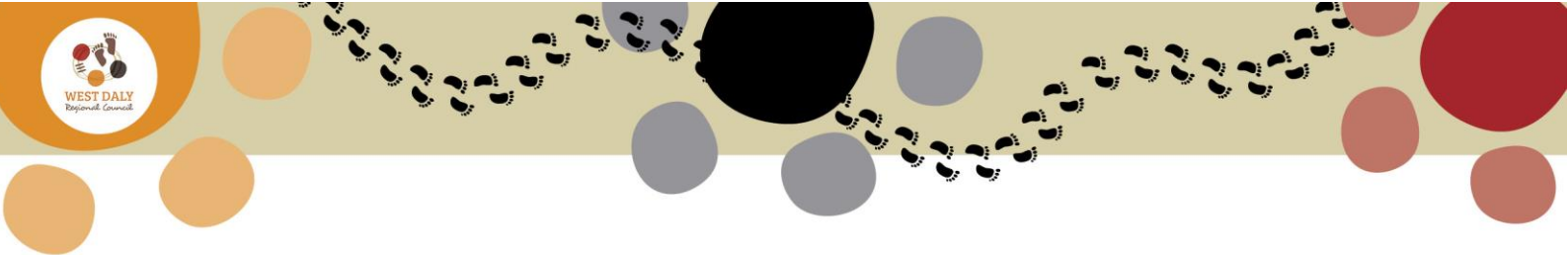
Primary Tasks

Grant Program Identification/ Investigation:

- Build strong strategic business relationships with senior representatives at Government departments/agencies to ensure Council maintains an awareness of upcoming and emerging grant / subsidy programs
- Represent Council in discussions and negotiations with the Government agencies/departments relating to grant and subsidy programs with an emphasis on achieving alignment with Council priorities and objectives where possible.
- Strategically and proactively monitor Government department websites, databases and grant/subsidy notification emails to maintain an awareness of all grant and subsidy programs with potential relevance to Council.
- As a subject matter expert in this field, gain a thorough understanding of key requirements associated with recurring grant/ subsidy programs and the alignment of those programs with Council's long-term capital and operational budgets.

Project Identification/ Investigation

- In collaboration and consultation with representatives of Council's Finance team, review future budgets (operational and capital) to identify projects and initiatives that represent

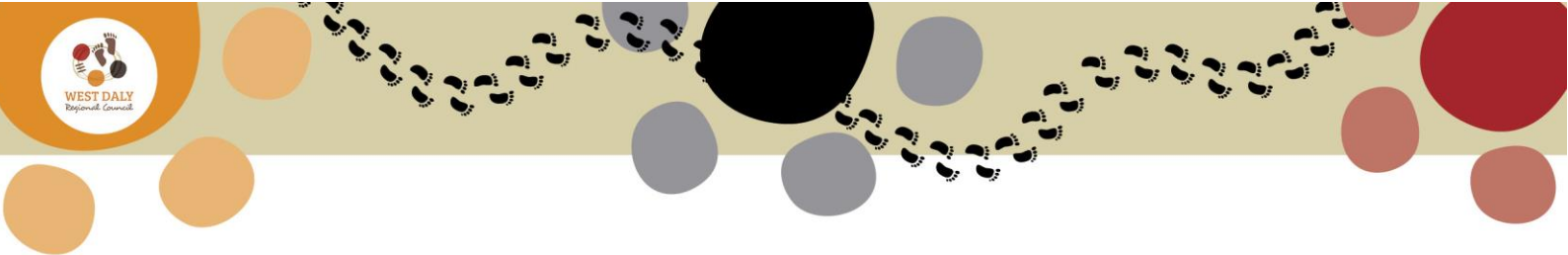


potential grant/subsidy opportunities for Council and provide strategic advice and recommendations in this regard.

- As a subject matter expert, provide strategic advice on how Councils Regional Planning can be positioned and developed to secure alignment with grant program objectives/guidelines to maximise attractiveness to grant funding departments/agencies.
- Work strategically with relevant stakeholders (including Council's Senior Leadership Team) to assess grant readiness for identified 'potential' projects and develop and implement project management plans to ensure projects are 'grant ready'. This would include consideration of what supporting evidence and data may be required including socio economic impact assessments, independent costings, cost benefit analysis etc.
- For announced/open grant programs, project manage Council's processes for the selection of projects for application by working proactively with relevant Council teams to identify and assess the relative merits of various potential projects.
- Provide strategic advice and recommendations to Council's Senior Leadership Team (SLT) and/ or Council (via formal SLT briefing notes and/ or Council reports) on projects for which grant / subsidy applications should be prepared and secure necessary approvals to proceed.

Application Preparation/ Lodgement

- Overarching project management of the whole 'life cycle' grant/subsidy application and lodgement process (application preparation, quality assurance reviews - internal/external, securing third party support, lodgement and post assessment debriefs etc.) including, but not limited to:
 - Confirming responsibility for the preparation of (and approval for lodgement of) individual grant/ subsidy applications. Acting as the subject matter expert, coach, guide and mentor to key stakeholders in the preparation of high quality grant / subsidy applications by providing Council Officers who are preparing the applications with strategic advice and support appropriate to the Officer's skills and capabilities.
- Coordinate the quality assurance (QA) of grant applications by:
 - arranging an independent review of draft applications either by the Strategic Grants Coordinator or another Council Officer
 - independent of the preparer prior to lodgement;
- Ensure these QA reviews are allowed for in the project management timelines for application preparation and lodgement to maximise quality and chances of success.
- Coordinate stakeholder support and evidence for applications including securing letters of support from local members of parliament, relevant stakeholder organisations etc to accompany applications.
- Ensure Council's Finance team are kept up to date with applications in progress and applications lodged to support the maintenance of an accurate database of grant applications pending, successful, unsuccessful or withdrawn.



- Support Council's Finance team with the review and establishment of agreements for successful grant/ subsidy applications.

RESPONSIBILITY/ACCOUNTABILITY

Teamwork

- Develop a team approach to problem solving and encourage innovative practice.
- Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and WDRC personnel.
- Support a collaborative culture with internal and external stakeholders and motivate team members by inculcating a dynamic working environment that nurtures innovation.

Work Health & Safety

- Within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.
- Contribute to organisational continuous quality improvement and internal reporting to the WHS Officer.
- Take reasonable care to protect the health and safety of staff and others.
- Actively participate in safety improvement activities.

General

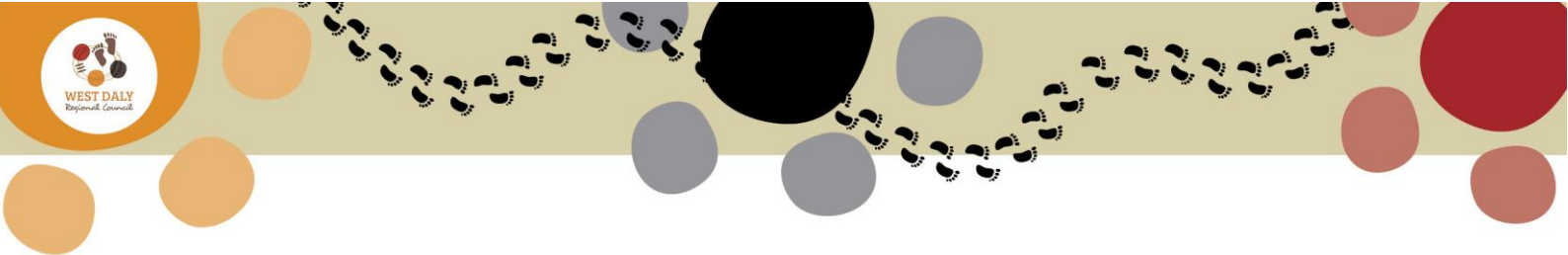
- Comply with the WDRC 'Code of Conduct' and all other policies and procedures adopted by WDRC as varied from time to time.
- Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
- Other duties, consistent with skills and experience, as directed by the Executive Director Corporate Services .

SELECTION CRITERIA

Essential Qualifications & Experience

Qualifications

- Tertiary qualifications in a related field such as Government Relations, Project Management, Business Management, Communication and/or demonstrated in a senior role with relevance to the position.
- Current Northern Territory Driver's Licence.
- National Criminal History Check clearance.
- Current Working with Children/Ochre Card.



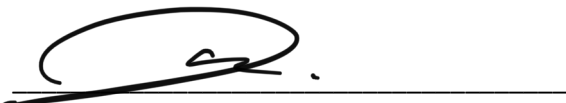
Knowledge, Skills & Abilities

- Highly developed written (grant application, report writing etc) and verbal (facilitation, negotiation, collaboration) communication skills.
- Demonstrated experience in preparing, or overseeing the preparation of, high quality grant/ subsidy applications.
- Demonstrated project management skills obtained in a corporate or Government environment.
- Demonstrated understanding of Government grant / subsidy programs and the key requirements most commonly associated with such programs.
- Demonstrated experience in developing and providing strategic advice and recommendations to senior management and stakeholders.
- Ability to use initiative, work to and project manage deadlines, and work in a multi discipline environment with minimal support.
- Highly developed technology skills with experience in the use of MS Office suite.

People Oriented Skills & Attributes

- Highly developed stakeholder engagement, negotiation, and relationship management skills with a proven ability to build relationships with, and negotiate with/influence, senior stakeholders in a corporate or Government environment.
- Demonstrated ability to work collaboratively and as part of a team and to influence outcomes and actions across multiple divisions / departments ideally obtained in a Council or Government environment.
- Highly developed interpersonal, negotiation, time management and multi-tasking skills.
- Proven verbal communication skills and a strong client service focus with an ability to relate to other staff and members of the public.
- Demonstrated ability to facilitate and deliver high quality presentations to groups.
- Proven experience coaching and mentoring others to build skills/ capabilities and support the development of highly performing, highly motivated teams.

APPROVAL



Matthew Eastham
Chief Executive Officer

23/3/23

Dated: March 2023 _____

Created March 2023