



# Position Description

## Grants and Partnerships Officer

The City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.

<b>POSITION TITLE:</b>	<b>Grants and Partnerships Officer</b>
<b>AWARD CLASSIFICATION:</b>	Band 7
<b>DEPARTMENT:</b>	City Growth and Culture
<b>DIVISION:</b>	City Growth and Development
<b>DATE APPROVED:</b>	March 2024
<b>APPROVED BY:</b>	Executive Manager, Advocacy and Stakeholder Engagement

### **ORGANISATIONAL RELATIONSHIPS:**

<b>REPORTS TO:</b>	Head of Advocacy, Economic Development and Partnerships
<b>SUPERVISES:</b>	Nil
<b>INTERNAL LIAISONS:</b>	Chief Executive Officer (CEO), Leadership Network (LN) and Council Officers
<b>EXTERNAL LIAISONS:</b>	Other Councils, funding bodies, government departments, agencies, external advisory/partnerships groups, community and business groups.

### **POSITION OBJECTIVES**

- Identify funding and grant opportunities and coordinate Council securing investment in the City of Port Phillip from other levels of government.
- Research and writing grant applications and monitoring and reporting on Council's existing grants
- Support the delivery of the Council Advocacy Plan and Framework to support the organisation to achieve key projects and outcomes identified through Council Plan and other strategic and operational documents.
- Liaise with internal and external stakeholders to support the delivery of projects and grants and foster strong relationships with key government departments and funding bodies.
- Identify new and developing existing partnership opportunities to deliver Council or community projects with a particular focus on those that align with the objectives and actions of the Council Plan and other strategic and operational documents.
- Support Council identify and apply for relevant awards.



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### KEY RESPONSIBILITY AND DUTIES

#### Grants Management and awards

- Identify external funding opportunities and support the development of high-quality grant applications or funding proposals, including:
  - Working with internal and external stakeholders to identify Council or community projects or initiatives that align with funding opportunities
  - Providing advice to internal stakeholders and coordinating cross-organisational applications and liaising with other local governments or external groups to develop innovative and high return for investment joint applications, where applicable.
- Coordinate initiatives, projects, information and actions, establishing collaborative working relationships with a range of Council departments and external stakeholders to achieve outcomes.
- Grants compliance, including preparing and/or review information and reports for internal and external stakeholders.
- Manage and contribute to councils access to relevant grants tools, databases and training to support organisational upskilling in grants application processes.
- Support Council identify and apply for relevant awards, which council precincts, projects or teams may be eligible.

#### Stakeholder Management, Partnerships and Projects

- Build and maintain strong working relationships with key external and internal stakeholders' government and third-party stakeholders, particularly those delivering projects to develop and implement strategies that deliver Council priorities.
- Deliver projects on behalf of Council, including designing and developing tools and resources that support stakeholder management.
- Contribute to engagement and communication strategies with key political, government and external stakeholders that foster positive relationships and build shared objectives, identifying and developing strategies to mitigate potential risk for contentious or high-profile issues.
- Monitor the political environment and external developments to identify emerging issues and assess reputational risks, liaising with senior managers and council officers to develop engagement programs and associated action plans to inform community and stakeholder perspectives.
- Contribute to stakeholder management systems and knowledge networks, including stakeholder database and tracking information.

### ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The role is directly accountable to the Head of Advocacy, Economic Development and Partnerships working in cooperation with senior leaders across the organisation.



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- is responsible for contributing positively to team cohesion, productivity and culture.
  - is responsible for identifying, and helping to manage, successful grant processes across the organisation.

### **JUDGMENT AND DECISION MAKING**

- High level strategic thinking, conceptual ability, creative problem solving and vision applied to achieve quality outcomes and community benefit.
- Use judgement to ensure portfolio of work remains consistent with Division/ELT/ Council priorities.
- Use initiative to identify opportunities to forward Council priorities and support their development and implementation.
- Make decisions and recommendations in a frequently complex environment under broad direction and guidance and within Council policy.
- Ability to perceive and advise on political implications of various decision paths before acting.
- Utilise sound judgement and decision-making skills to sensitively and promptly respond to community requests, complaints and issues
- Demonstrate openness to new ideas, innovation and a learning mindset

### **SPECIALIST SKILLS AND KNOWLEDGE**

- Experience working in a dynamic, demanding and political environment.
- Demonstrated knowledge and experience with a government grants system and an understanding of their functions, relationship to each other and the community.
- Significant organisational skills with strong attention to detail.
- Exceptional written and presentation skills including demonstrated ability to skillfully communicate complex ideas and issues in an appropriate format for the audience.
- Demonstrated ability to conduct and present research into a range of regulatory, organisational and social issues.
- Significant computer skills, with an ability to use many different software packages – Office suite, Adobe and other Council systems

### **MANAGEMENT SKILLS**

- Flexible and adaptable to changing needs, with the ability to reprioritise and refocus in a fast-paced environment of change or ambiguity.
- Contribute to divisional and organisational leadership including demonstrating a commitment to Community First and the organisation's values and behaviours.
- Ability to work collaboratively on broader organisational projects, programs and priorities across all levels of management and staff, and with external Council partners.
- Ability to manage own time and work priorities of self and others and meet deadlines



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while achieving goals and objectives without supervision within delegation boundaries

- Ability to manage grant funding arrangements
- Ability to promote a team culture through agreed team behaviours, personal leadership, coaching and training.

### **OCCUPATIONAL HEALTH & SAFETY**

- Take every reasonably practicable step to ensure your health and safety, and the health and safety of all others that may be affected by your work.
- Comply with all relevant legislation and regulation, as well as City of Port Phillip policies and procedures and reasonable work instructions.
- Ensure that all hazards, unsafe conditions, incidents and near misses are reported promptly and within set timeframes.
- Participate in the improvement of health and safety, including incident investigations and risk management processes where required.
- Maintain knowledge of OHS issues relevant to your work.

### **INTERPERSONAL SKILLS**

- High level of communication, stakeholder management and relationship building skills with an adaptable style to communicate and engage with a diverse range of internal and external stakeholders.
- Effective in working cooperatively with and empowering staff in supporting their needs so they can deliver key Council priorities and gaining assistance from key areas within the organisation.
- Ability to persuade and negotiate with both internal and external stakeholders including but not limited to members of the public, council officers, members of ELT, councilors, and State government officers, including at a senior level.
- High level ability to communicate and consult in a socially and politically sensitive environment with a customer centric approach.
- Ability to demonstrate active listening, generate strategic / analytical thinking in others, be facilitative and responsive.

### **QUALIFICATIONS AND EXPERIENCE**

- Demonstrated experience in managing a grants cycle combined with at least 3 years relevant work experience.

### **CHILD-SAFE STANDARDS**

Maintain a child safe culture at the City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation



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### **SECURITY REQUIREMENTS AND PROFESSIONAL OBLIGATIONS**

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licenses,
- Sufficient proof of their right to work in Australia, and
- Sufficient proof of their identity.
- Complete a National Police Check completed via City of Port Phillip's Provider.
- Employee type Working with Children Check
- Evidence of COVID-19 Vaccination or valid medical exemption in line with City of Port Phillip Vaccination Policy

### **KEY SELECTION CRITERIA**

- Experience working in a dynamic, demanding and political environment.
- Demonstrated knowledge and experience working with government grants and an understanding of grant administration and compliance procedures.
- Demonstrated project management skills, including project planning, implementation and reporting.
- Significant organisational skills with strong attention to detail, and the capacity to work autonomously.
- Exceptional written and presentation skills including demonstrated ability to skillfully communicate complex ideas and issues in an appropriate format for the audience.
- Demonstrated ability to conduct and present research into a range of regulatory, organisational and social issues.