

Funding Program Officer

Role purpose

This role supports the delivery and improvement of the City of Hobart's grants program by coordinating operational tasks, assisting applicants, and ensuring compliance with funding procedures and governance standards. the role contributes to program documentation, stakeholder engagement, and evaluation activities to help achieve strategic funding outcomes.

Role overview

EA & Classification	Hobart City Council Enterprise Agreement 2024 (or its successor) Municipal Officer Level 2
Position Number	9991
Number of direct reports	0
Responsible for total staff	0
Delegations & Authority	Nil
Budget level	Nil
Network, Group, & Team	Community and Economic Development Network, Economic Development Group, and Grants Team
Immediate Manager	Funding Programs Coordinator (4230.04)



Role accountabilities Key result areas

Strategic

- Support the ongoing evaluation and continuous improvement of the City's funding programs, including post-award reviews, through the gathering and analysis of relevant data.
- Contribute to the ongoing development of the Funding Program procedures.

Corporate

- Collaborate with the City's Communications, Marketing and Engagement Group and the Community & Economic Development Business Support Group to develop media plans, website content, Elected Member and public announcements.
- Participate in, or provide support for, information sessions and assessment panel processes.
- Prepare documentation for grant rounds, including but not limited to guidelines, application forms, assessment, eligibility, administration and approvals, within the SmartyGrants platform. Undertake this work in collaboration with relevant internal stakeholders.
- Contribute to the preparation of recommendation reports for Director endorsement and CEO or Council approval, in line with the City's governance requirements.
- Liaise with Business Support Officers and the City's Financial Operations Team to monitor payments and manage budget allocations.

Group

- Contribute to designing and maintaining application forms, guidelines, FAQs, and assessment criteria, including through platforms such as SmartyGrants.
- Manage program timelines and coordinate internal approvals to ensure timely delivery and compliance.
- Respond to applicant enquiries via phone, email, and in-person sessions, as required.
- Assist applicants with eligibility assessments, contract execution, and acquittal processes.
- Track project progress, funding utilisation, and compliance with contractual obligations.
- Oversee acquittal submissions and reporting requirements.

Leadership

- Lead as an individual in contributing to the continuous improvement program and culture of the team.

Professional advice

- Provide advice regarding matters relating to the Funding Program Policy and practice to internal stakeholders and management.

Funding Program Officer



Behaviour Standards

- Actively demonstrate the expected behaviours described in the City of Hobart Capability Framework in accordance with the position classification.

Work Health and Safety

- To take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS applicable policies and procedures.
- Ensure compliance with Work Health and Safety and Child and Youth Safety requirements at all times and follow prescribed reporting processes within the required timeframes.

NOTE: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks as are within the limits of the employee's skill, competence, and training.

Selection criteria

Qualifications and Licenses

- Demonstrated practical competence acquired through years of experience in a similar field and/or identifiable transferrable skills.
- Current Driver Licence.

Essentials

1. Experience in the coordination and delivery of a grants or similar program.
2. Experience in administering an online grants management program would be an advantage.
3. Experience in the delivery of business, community, cultural, or event programs.
4. Proven skills in developing and maintaining new and existing relationships with a broad range of community members.
5. Well-developed written and verbal communication skills to enable the provision of strategic advice and documentation.
6. Actively demonstrates the expected behaviours described in the Behavioural Competency Framework.
7. Strong solutions focused approach to challenges, demonstrated ability to break down challenges and identify solutions.

Desirable

8. Bachelor degree in a relevant discipline (i.e. Community Development, Program Management).



Funding Program Officer Pre-employment checks

1. National Criminal History check
2. Pre-employment Medical Assessment – Low Risk
3. Tasmanian Registration to Work with Vulnerable People (RWVP) - Employment.

Notes

- Regular checks of the validity and status of essential licences and registrations are undertaken during the term of employment.
- The employee is responsible for notifying any new criminal convictions during the course of their employment.
- The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the *Registration to Work with Vulnerable People Regulations 2014*.

Our Values



People

We care about people – our community, customers and colleagues



Focus & Direction

We have clear goals and plans to achieve sustainable social, environmental and economic outcomes for the Hobart community.



Accountability

We work to high ethical and professional standards are accountable for delivering outcomes for our community.



Teamwork

We collaborate both within the organisation and with external stakeholders drawing on skills and expertise for the benefit of our community



Creativity & Innovation

We embrace new approaches and continuously improve to achieve better outcomes for our community.