

ROLE DESCRIPTION

Grants Officer



Directorate	Corporate Strategy & Resourcing	Position Number	300077
Branch	Governance, Risk and Corporate Strategy	Position Status	Permanent Full-time
Section	Governance, Risk and Corporate Strategy	Position Grade	G
Reports to	Manager Governance, Risk and Corporate Performance	Band/Level	Band 2, Level 2
Direct reports	None	Award	Local Government (State) Award
Indirect reports	None		
Date Authorised	29/09/2026	Budget	NA

PRIMARY PURPOSE OF THE ROLE

The Grants Officer provides specialist advice, coordination and governance support for Council's grant management function, maximising external funding opportunities through strategic project selection, high-quality grant applications, organisational capability building and continuous improvement to support the delivery of Council's strategic objectives.

KEY ACCOUNTABILITIES

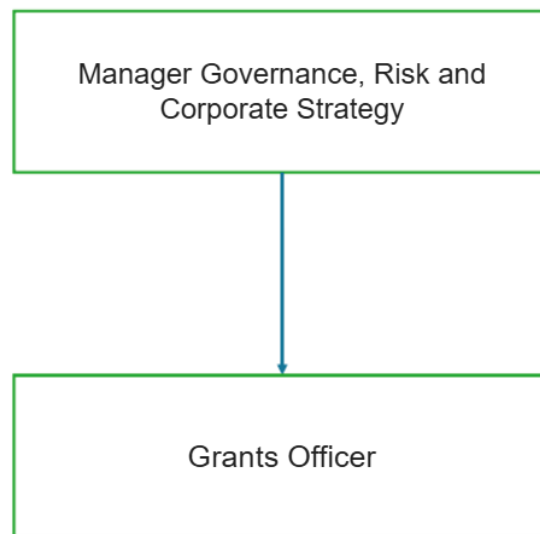
1. Develop, implement and continuously improve Council's Grants Management Framework, including policies, procedures, templates, systems and governance arrangements, to support consistent, compliant and effective grant management practices across the organisation.
2. Identify, assess and communicate funding opportunities across the organisation, supporting strategic project selection and funding readiness to maximise external funding outcomes.
3. Coordinate and support the development and quality assurance of grant applications, working collaboratively with managers and subject matter experts to ensure applications align with Council priorities, strategic objectives and funding criteria.
4. Coordinate the establishment, administration and variation of funding agreements and monitor key funding conditions, milestones and reporting obligations, supporting responsible managers to meet their project delivery, financial reporting and acquittal responsibilities.
5. Manage funding agreements and variation processes, ensuring funding obligations are understood, changes are appropriately documented and approved, and stakeholders are informed of relevant requirements.
6. Coordinate Council's Community Financial Assistance Scheme, including the administration of application, assessment and acquittal processes, provision of guidance and support to community groups, and continuous improvement of the program framework to achieve positive community outcomes.
7. Provide specialist advice, guidance and training to managers and staff on grant opportunities, application requirements, funding conditions and best-practice grant management.
8. Maintain grant management systems, records and stakeholder relationships, acting as the primary point of contact for grant-related correspondence, ensuring accurate records are maintained, and fostering productive relationships with funding bodies and other key stakeholders.

Note: This position description does not form an exhaustive list of your duties. An employee may be directed to carry out such duties that are within the limits of the employee's skills, competencies and training.

KEY CHALLENGES

1. Managing competing deadlines, priorities and stakeholder requirements across multiple grant programs, applications, funding agreements and reporting obligations.
2. Ensuring compliance with funding conditions, legislative requirements and governance obligations while maintaining accurate records, effective systems and strong stakeholder relationships.
3. Supporting Council to pursue funding opportunities that align with strategic priorities while recognising project readiness, delivery capacity, co-contribution requirements and longer-term financial implications.
4. Influencing managers and project owners across the organisation to maintain grant readiness, meet funding obligations and adopt consistent grant management practices.

DIRECTORATE STRUCTURE



KEY RELATIONSHIPS

Internal

Who	Why
Executive and Manager teams	• Provide advice on external funding opportunities, strategic alignment, organisational readiness, funding implications and grant obligations to support informed prioritisation and decision-making.
Finance	• Collaborate on co-contributions, grant revenue, eligible expenditure, budget impacts, financial reporting, acquittals and whole-of-life financial implications of funded initiatives.
Communities and Place Directorate Corporate Planning and Performance	• Support alignment of funding opportunities and grant-funded initiatives with the Community Strategic Plan, Delivery Program, Operational Plan and other adopted priorities, and contribute to integrated performance reporting where required.
Project Sponsors, Project Managers and Service Owners	• Support project readiness, application development, milestone tracking, compliance, variations, reporting and acquittal, while reinforcing that accountability for project delivery and expenditure remains with the responsible business area.
Asset Planning and Delivery functions	• Coordinate funding opportunities for infrastructure and asset initiatives, including project readiness, prioritisation, scope, delivery timing and alignment with Council's Asset Management Strategy and capital program.

Procurement and Governance	Seek advice and coordinate where grant conditions intersect with procurement, contract management, delegations, probity, recordkeeping or other governance requirements.
Community Engagement and Communications	Coordinate where grant applications, funded initiatives or community assistance programs require community input, public communication, stakeholder engagement or evidence of community need.

External

Who	Why
Australian and NSW Government funding agencies and program administrators	Maintain effective relationships, clarify funding requirements, monitor emerging programs and coordinate applications, agreements, variations, reporting and acquittal requirements.
Other grant-making bodies and funding partners	Identify and develop appropriate external funding opportunities, understand eligibility and assessment criteria, and maintain productive relationships that support Council's strategic priorities.
Regional, sector and intergovernmental partners	Collaborate on joint or place-based funding opportunities, shared advocacy, regional priorities and partnership proposals where collective approaches strengthen funding outcomes.
Community organisations and applicants	Provide clear and accessible information, guidance and support in relation to Council's Community Financial Assistance Scheme and other relevant funding processes.
Professional and sector networks	Maintain awareness of emerging funding trends, grant management practice, program changes and sector intelligence that can improve Council's funding readiness and capability.

DELEGATIONS BY POSITION

Delegations for the position are listed in the Register of Delegations for Wingecarribee Shire Council and are to be exercised in accordance with the requirements of the register and the "Delegations Practice Guide".

ESSENTIAL CRITERIA

1. Diploma or higher qualification in business, commerce, management, law, communications, public administration, community development, or a related discipline, or equivalent demonstrated experience.
2. Demonstrated ability to analyse and interpret complex information, including funding guidelines, policies and legislative requirements, and apply sound judgement to support grant applications, funding management and reporting activities.
3. Highly developed research, written and verbal communication skills, with the ability to prepare clear, concise and persuasive documents and tailor information to a range of audiences.
4. Understanding of financial principles, governance and compliance principles, with the ability to support compliance with funding agreements and organisational requirements
5. Strong organisational and project coordination skills, with the ability to manage competing priorities, deadlines and stakeholder expectations across multiple grant programs and funding opportunities.
6. Experience developing and maintaining productive stakeholder relationships, including working collaboratively with internal and external stakeholders to achieve shared outcomes.

ESSENTIAL REQUIREMENTS

- National Police Check
- Being able to physically meet the requirements of the role as detailed within the position description
- Participate in Wingecarribee Shire Councils random drug and alcohol testing
- Participate in All staff orientation, mandatory and compliance training relevant to role responsibilities
- Demonstrated understanding of Work Health and Safety and Equal Employment Opportunity.

WHS RESPONSIBILITY

Comply with Council's WHS Management System and applicable safe work practices, procedures and instructions relevant to the role.

Take reasonable care for personal health and safety and that of others, and actively contribute to a safe and respectful workplace by:

- identifying and reporting hazards, incidents, near misses and emerging risks
- participating in WHS consultation, training and risk management activities relevant to the role
- following agreed controls and safe systems of work
- supporting respectful behaviours and appropriate management of interactions with internal and external stakeholders
- escalating WHS matters outside the position's authority to the appropriate manager.

The position is also required to understand and fulfil the WHS responsibilities applicable to the role as set out in Council's WHS Roles and Responsibilities Matrix.

PHYSICAL DEMANDS CHECKLIST

Physical Demands	Frequency
Sitting - remaining in a seated position to perform tasks	Frequent
Standing - remaining standing without moving about to perform tasks	Frequent
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Frequent
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Infrequent
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	Occasional
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	Occasional
Kneeling - remaining in a kneeling posture to perform tasks	Infrequent
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	Infrequent
Leg / Foot Movement - Use of leg and / or foot to operate machinery	Infrequent
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	Infrequent
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	Frequent
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	Infrequent
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	Infrequent
Reaching - Arms fully extended forward or raised above shoulder	Frequent
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	Infrequent
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	Infrequent
Hand & Arm Movements - Repetitive movements of hands and arms	Frequent
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	Frequent
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
Driving - Operating any motor powered vehicle	Occasional
Sensory Demands	Frequency

Sight - Use of sight is an integral part of work performance e.g. computer screens	Constant
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Constant
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	Not applicable
Taste - Use of taste is an integral part of work performance e.g. Food preparation	Not applicable
Touch - Use of touch is an integral part of work performance	Frequent
Psychosocial Demands	Frequency
Distressed People - e.g. Emergency or grief situations	Occasional
Aggressive & Uncooperative People - e.g. irate customers	Occasional
Exposure to Distressing Situations - e.g. Child abuse, removing deceased animals	Occasional
Environmental Demands	Frequency
Dust - Exposure to atmospheric dust	Infrequent
Gases - Working with explosive or flammable gases requiring precautionary measures	Infrequent
Fumes - Exposure to noxious or toxic fumes	Infrequent
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Infrequent
Hazardous substances - e.g. Dry chemicals, glues	Infrequent
Noise - Environmental / background noise necessitates people raise their voice to be heard	Occasional
Inadequate Lighting - Risk of trips, falls or eyestrain	Infrequent
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not applicable
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	Not applicable
Confined Spaces - areas where only one egress (escape route) exists	Not applicable
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks	Not applicable
Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases	Not applicable

CAPABILITIES FOR THE ROLE

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgns.gov.au/capability>

Below is the overall set of capabilities and level required for this role. The capabilities in bold are the focus capabilities for this position, followed a list of their underlying behavioural indicators.

Capability Group	Focus Capability	Capability	Competency Level Required					
 Personal Attributes	☐	Manage Self	☐ N/A	☐ Foundational	✓ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	✓	Display Resilience and Adaptability	☐ N/A	☐ Foundational	✓ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	✓	Act with Integrity	☐ N/A	☐ Foundational	✓ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	✓	Demonstrate Accountability	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	✓ Advanced	☐ Highly Advanced
 Relationships	✓	Communicate and Engage	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	✓ Advanced	☐ Highly Advanced
	✓	Community and Customer Focus	☐ N/A	☐ Foundational	✓ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	✓	Work Collaboratively	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	✓ Advanced	☐ Highly Advanced
	✓	Influence and Negotiate	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	✓ Advanced	☐ Highly Advanced
 Results	✓	Plan and Prioritise	☐ N/A	✓ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	✓	Think and Solve Problems	☐ N/A	☐ Foundational	✓ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Create and Innovate	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	✓ Advanced	☐ Highly Advanced
	✓	Deliver Results	☐ N/A	☐ Foundational	☐ Intermediate	☐ Adept	✓ Advanced	☐ Highly Advanced
 Resources	☐	Finance	☐ N/A	☐ Foundational	✓ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	✓	Assets and Tools	☐ N/A	☐ Foundational	✓ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Technology and Information	☐ N/A	✓ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Procurement and Contracts	☐ N/A	✓ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
 Workforce Leadership	☐	Manage and Develop People	☐ N/A	✓ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Inspire Direction and Purpose	☐ N/A	☐ Foundational	✓ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Optimise Workforce Contribution	☐ N/A	✓ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Lead and Manage Change	☐ N/A	☐ Foundational	✓ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced

FOCUS CAPABILITIES

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Advanced	• Is prepared to make decisions involving tough choices and weighing of risks • Addresses situations before they become crises and identifies measures to avoid recurrence • Takes responsibility for outcomes, including mistakes and failures • Coaches team members to take responsibility for addressing and resolving challenging situations • Oversees implementation of safe work practices and the risk management framework
Relationships Communicate and Engage	Advanced	• Presents with credibility and engages varied audiences • Translates complex information concisely for diverse audiences • Creates opportunities for others to contribute to discussion and debate • Demonstrates active listening skills, using techniques that contribute to a deeper understanding • Is attuned to the needs of diverse audiences, adjusting style and approach flexibly • Prepares (or coordinates preparation of) high impact written documents and presentations
Relationships Influence and Negotiate	Advanced	• Builds and maintains professional relationships inside and outside the organisation • Makes a strong personal impression and influences others with a fair and considered approach • Establishes a negotiation position based on a firm grasp of key issues, likely points of difference and areas for compromise • Identifies key stakeholders and tests their level of support in advance of negotiations • Uses humour appropriately to enhance professional relationships and interactions • Pre-empts and minimises conflict by working towards mutually beneficial outcomes
Results Deliver Results	Advanced	• Sets high standards and challenging goals for self and others • Delegates responsibility appropriately and provides support • Defines what success looks like in measurable terms • Uses own professional knowledge and the expertise of others to drive results • Implements and oversees quality assurance practices

Template created by	Name	Date

FORM SUBMISSION
People and Capability

People and Capability Office Use only

Audited, graded and approved by HRBP	Name	Date

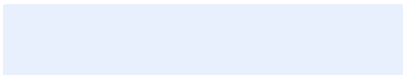
Recruitment Officer Uploaded PD into PULSE	Name	Date

ACKNOWLEDGEMENT

I have read and accept the above terms, conditions and duties of this position, as outlined in this position description.

In addition, I acknowledge the delegations for this position that have been sub delegated by the General Manager in accordance with section 378(2) of the Local Government Act 1993 and these may be subject to change without notice by the General Manager.

Please Note: Position descriptions may be reviewed from time to time if warranted due either to changes to the scope and responsibilities of the role or external influences that place different demands on local government. All reviews of this position description will be undertaken in consultation with the role incumbent.

Employee enter a name Signature  Date enter a date.
