Melton City Council

Community Grants Delivery Officer

Position Description

PD: 00137

A welcoming and liveable
City accessible to all

1. Position details

Position Title	Community Grants Delivery Officer
Directorate	City Life
Business Unit	Healthy Connected Communities
Position Classification	Band 6
Enterprise Agreement	Melton City Council Enterprise Agreement No 10 2022 -2026 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Coordinator Healthy Inclusive Communities
Supervises	Nil
Internal liaisons	• Council Staff • Healthy Connected Communities Department • Assessment Committees and panel members
External liaisons	• Residents • Community groups and organisations • Service providers and organisations • Sporting clubs • Other Councils

3. Our Organisation

1. **Council Values**
   Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

2. **Occupational Health and Safety**
   Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

3. **Melton City Council Policies and Procedures**
   Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

4. **Child Safe Environment**
   Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each

employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.

5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

4. Position objectives

- Provide high quality, accountable and efficient administration and promotion of Council's Community Grants and Funds Program and Community Achievement Awards Program, while supporting community groups in the development of new projects.

- Provide support to the Coordinator Healthy Inclusive Communities. Undertake continuous improvement reviews of Council's Community Grants, Funds and Award Programs; and implement endorsed recommendations from reviews.

5. Key responsibility areas

- Implement Council's Community Grants, Funds and Award Programs, including processes to administer grant applications, appoint assessment panels, consistent with Council's policies, procedures and guidelines.
- Provide specialist advice and support to other areas of Council in relation to best practice in grants delivery and management.
- Develop and deliver a program of training and support to the community to support them in designing and delivering effective projects, partner with others where appropriate, and develop quality funding applications that result in positive community impact.
- Prepare accurate eligibility assessments, agendas, minutes and reports required for programs, particularly in relation to the financial and governance probity of community grant and award assessment panels.
- Support the development and maintenance of online grants and awards management systems, relevant databases and administer the grants and awards pages on Council's website.
- Undertake marketing initiatives to promote Council's Community Grants, Funds and Community Achievement Awards Programs to promote or enhance civic participation; and support applicants as required.
- Develop and deliver community events to celebrate grant applicants and community volunteers; and contribute to the development of other community strengthening initiatives and projects across Council.

6. Accountability and extent of authority

- Update and distribute information about Council's Community Grants, Funds and Community Achievement Awards Programs.
- Liaise and co-operate with both internal and external customers to provide a high-quality service approach in administering programs.
- Research and maintain knowledge of industry benchmarks and best practice in Council's Community Grants, Funds and Community Achievement Awards Programs.
- Provide advice to council officers, community groups and relevant agencies within Council's policies, guidelines and Committee's Terms of Reference parameters.

- Exhibit a strong dedication to Occupational Health and Safety (OHS) accountability by adhering to pertinent OHS regulations, policies and procedures, actively fostering a secure work environment, and proactively mitigating potential workplace risks.

7. Judgement and decision making

- Work independently and make decisions on a daily basis within the area of professional expertise and in accordance with approved performance and work plan, Council policies and procedures. Guidance and advice is usually available when required.
- Provide advice and support to relevant committees and stakeholders within Council set parameters.
- Represent Council on Committees and public meetings and actively participate in meetings concerning the Community Grants, Funds and Community Achievement Awards Programs.
- Determine and action decisions on routine issues in accordance with Council policy and procedural guidelines.
- Make sound judgements and recommendations, including the ability to articulate reasons behind decisions.

8. Specialist skills and knowledge

- An understanding of the principles and processes of grant management and an appreciation of community capacity building.
- Develop grant, fund or award program strategies to enable and support community capacity development.
- Analyse, research and summarise information to communicate using a range of formats, to a diverse range of groups and individuals.
- Analyse reports / research and summarise relevant issues and trends for the continuous improvement of administered programs and policy.
- Excellent knowledge and understanding of communication mediums to effectively reach diverse audiences.
- High level of computer and online literacy skills including experience with Microsoft Office suite, databases, websites and online grants management platform, SmartyGrants.
- A comprehensive knowledge of administration and governance procedures relevant to Local Government Community Grants, Funds and Awards Programs, with a focus on financial and governance probity issues.
- Excellent attention to detail and demonstrated capability in managing sensitive and confidential information.

9. Management skills

- Time management, including the ability to prioritise tasks, plan, organise work activities and manage customer requests and competing demands.
- Development and facilitation of training for a range of stakeholders and management of Community Grants, Funds and Awards Program processes.
- Apply policy to respond appropriately to queries from potential applicants and Committee panel members.

10. Interpersonal skills

- Excellent written and oral communication skills, to enable preparation and presentation of accurate training, reports, and documentation of procedures, and the skills to communicate effectively with people from diverse backgrounds.
- Skills to present information in public forums and respond to queries.
- Developed networking, relationship management and partnership development skills.
- Customer service focused with developed skills to gain cooperation with a variety of stakeholders, including other business units of Council and community groups.

11. Qualifications and experience

- A tertiary qualification in community development, business administration or a related discipline or a lessor qualification with substantial relevant experience.
- Co-ordination of grants or awards programs and/or administration systems and procedures, ideally but not limited to local government settings.
- Current valid Victorian driver's licence.
- Current valid Working with Children's Check

12. Key Selection Criteria

1. A tertiary qualification in community development, business administration or a related discipline or a lessor qualification with substantial relevant experience.
2. Excellent written and oral communication skills, including designing and delivering training and community development programs across a range of mediums to reach diverse audiences.
3. Demonstrated strong relationship and partnership management skills with commitment to providing excellent customer service and building community capacity.
4. A comprehensive knowledge of grant probity requirements, relevant governance and administration procedures for public funding.
5. Ability to maintain high level accuracy, attention to detail and prioritisation of tasks according to agreed deadlines, with demonstrated proficiency with online systems, Microsoft Office Suite and databases.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Manager Healthy Connected Communities	October 2025	
Approved by Position Title	Date Approved	
Incumbent's name	Signature	Date