



JOB OVERVIEW


JOB TITLE	Grants Manager		
JOB LOCATION	Regional Office	WEEKLY HOURS	38
DIVISION / DEPARTMENT	Financial Services	LEVEL	8
DIRECT REPORTS	Nil	WORKING CONDITIONS	Based in Katherine Regional Office, remote travel required and stays in remote communities
REPORTS TO	Director of Finance	EMPLOYMENT CONDITIONS	Victoria Daly Regional Council Enterprise Agreement 2018-2021.

POSITION DETAILS

JOB PURPOSE	This position is responsible for ensuring that Council maximises revenue opportunities from available funding, that all contract provisions are understood and adhered to within the Council, and financial acquittal is achieved.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Work with CEO, Directors, and Managers to develop a strategic approach to the application, allocation and management of grant funding. 2. Coordinate the development and compliance of a grant contracts reporting schedule. 3. Identify and assess potential grant funding and sponsorship opportunities and Co-ordinate with program Manager for submission of grant funding. 4. Coordinate the administration of grant acquittals and liaison with external Auditors to complete the process 5. Keep accurate records of all contracts including progress updates and file notes. 6. Coordinate with finance staff to ensure the accuracy of funding provisions. 7. Develop and prepare regular reports on the status of funding agreements, contracts and project management plans for Council. 8. Determine the priorities, goals and objectives of work functions as per reporting schedule. 9. Source and negotiate new funding agreements and contracts. 10. Assist with the implementation and interpretation of related policies and procedures. 11. Manage the review of contract payment audits. 12. Play an active role in the development and ongoing maintenance of a computer database for the contract management system. 13. Provide direction to key stakeholders and staff regarding relevant contract provisions. 14. Any other duties as directed by the CEO or Director.

QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE

EDUCATION REQUIREMENTS	<ol style="list-style-type: none"> 1. Diploma or equivalent experience in Contract Management, Accounting or related discipline (desirable or work experience).
EXPERIENCE & KNOWLEDGE REQUIREMENTS	<ol style="list-style-type: none"> 1. High level of organisational skills and attention to detail. 2. Strong communication skills, both verbal and written and a demonstrated ability to compile, write and analyse reports. 4. Ability to work with minimal supervision and in a small team. 5. Personal integrity and a strong work ethic 9. Previous experience working with Northern Territory and Commonwealth Government funding Agencies. 10. Previous experience in the development of a contracts reporting schedule.

	11. Advanced computer skills and previous experience in the development of a computer database for contract management system.		
OTHER REQUIREMENTS	<ol style="list-style-type: none">1. Criminal History Check (Recent within 3 months)2. A current driver's licence.		
PHYSICAL REQUIREMENTS	The position holder's employment conditions are as set out in the holder's letter of employment offer and in the Victoria Daly Regional Council Enterprise Agreement 2018-2021.		
APPROVED By RUSSELL ANDERSON CHIEF EXECUTIVE OFFICER	 <table border="1"><tr><td>DATE APPROVED</td><td>3 August 2021</td></tr></table>	DATE APPROVED	3 August 2021
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