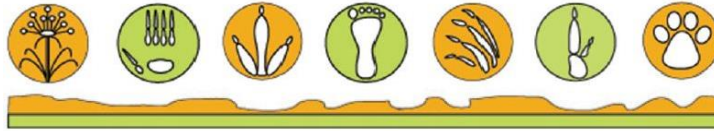


BARKLY REGIONAL COUNCIL



Manager Grants (11300000)

1. Position Objectives

The Manager Grants is responsible for overseeing all aspects of grants management across the organisation. This role involves identifying and securing grant funding opportunities, preparing compelling funding applications and reports, and ensuring effective management of grant contracts.

Working closely with the CEO, Directors, and Program Managers, the Manager Grants ensures that all grant applications and reporting accurately reflect the organisation's needs and priorities. As the primary point of contact for funders, the Manager Grants fosters strong relationships to support the successful delivery of grant-funded programs.

As a senior leader within the Finance Department, the Manager Grants collaborates closely with the Manager Finance and Chief Financial Officer to align grant funding with financial planning and compliance requirements.

2. Key Responsibilities

Funding Strategy and Grant Acquisition

- Develop strategies to estimate and achieve annual income targets.
- Research and scope potential philanthropic, government, and corporate grant opportunities for Barkly Regional Council (BRC).
- In collaboration with Directors and Program Managers, establish organisational funding priorities and develop grant applications that align with these priorities.

Grant Contract Management and Compliance

- Manage contracts for successful grants, ensuring compliance with funding requirements.
- Work closely with the Finance Manager on the grant's liability and acquittal process.
- Maintain accurate database records related to grant funding programs and acquittals.

Reporting and Stakeholder Engagement

- Prepare and submit grant reports and acquittals in accordance with contractual obligations.
- Coordinate, attend, and present at funder meetings or visits as appropriate, while supporting cultivation plans and stewardship activities.
- Ensure all applications and reports align with BRC's program priorities and operational capacities.

Other

- You will be required to perform your duties in Tennant Creek or elsewhere within the Barkly Regional Council authority area as reasonably directed by the Council.
- Ensure that the highest professional standards and Barkly Regional Council values are upheld at all times.
- Demonstrate commitment and enthusiasm to promote the principle of Diversity, Equity, Inclusion, and Belonging (DEIB) in employment and service delivery.
- Work safely and promote a safe working environment in accordance with Work Health Safety (WHS) legislation and Barkly Regional Council's policies and procedures.

- The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the Barkly Regional Council. The position holder will be expected to undertake other duties as appropriate to the position classification and as requested by his/her/their manager.

Our Values

Our values inform how we work and are reflected in our employees and services.

Our values are founded in the service standards and are lived out through our interactions with each other.

- ✓ We believe that all people in all communities are equal in dignity and have equal rights.
- ✓ Our employees are committed to working with people and communities in a way that values them, that are non-discriminatory, and that promote social justice.
- ✓ We are committed to the common good. Our employees work with people to ensure that they have access to the resources and services they need to effectively participate in the community.
- ✓ Our employees value the contributions of clients and communities and foster local community-driven services.
- ✓ Our Reconciliation Action Plan will be used to create a greater understanding of how we can best deliver services and support to all communities of the Barkly.

3. Key Accountabilities

- Oversee identified grant programs with a focus on stakeholder management and grant program administration.
- Prepare grant and sponsorship agreements.
- Monitor grant contracts, payments, and acquittals due, and report on progress.
- Coordinate internal stakeholders on key tasks in the grant management process.
- Maintain file management system and ensure compliance with the Council's information management policies.
- Prepare monthly and quarterly reports and contribute information as required to corporate and Council reports.
- Provide research into organisations requesting support.
- Respond to grants and sponsorship enquiries (mail, phone, email, in person) from internal and external bodies this may include re-direction to another staff.
- Assist in providing background information for communication requests from the Office of the CEO and prepare standard response letters for the signature.
- Organise community information forums and answer questions as required on the Grants and Sponsorship Program.
- Contribute to the successful implementation and fulfillment of the Regional Plan's objectives.

4. Key Challenges

- Keeping abreast of the existing and emerging grant program issues and competing priorities.

- Overseeing high volumes of programs and projects in delivery, including monitoring emerging project risks, and providing advice in relation to resolving issues with deliverables funding performance requirements.

5. Organisational Relationship

Position Title:	Manager Grants (11300000)
Reports to:	Chief Financial Officer (11000000)
Department:	Commercial Services
Supervises:	N/A
Internal Liaison:	Chief Executive Officer Chief Financial Officer Manager Governance and Policy Other Council Staff
External Liaison:	Government and Non- Government Organisations Other External Organisations and Stakeholders Rate Payers, Residents, and Visitors

6. Wages and Allowances

Classification:	Above EBA Award Classification <i>Barkly Regional Council Enterprise Agreement 2023</i>
Status:	Full-Time Permanent (38 hours per week)
Annual Salary:	\$115,500 per annum (\$4,442.31 gross per fortnight)
Zone Allowance:	Tennant Creek Zone Allowance \$1.8900 per ordinary hour (\$3,734.64 per annum)
SCG:	11.5%

7. Knowledge and Skills

Organisational:

- Knowledge and understanding of Aboriginal Culture.
- High level of tact, diplomacy, and confidentiality.
- Ability to multi-task and stay organised.
- Excellent time management and organisational skills.

Interpersonal:

- High ethical standards and personal integrity.
- Excellent interpersonal skills and manner.
- A willingness to work in a remote and sometimes demanding environment.
- Ability to source cooperation and assistance from other staff and management to achieve position objectives.

Change Management:

- Ability to recognise issues and use initiative to identify and discuss proposed solutions.

- Ability to promptly respond to changed circumstances and make sound decisions to ensure the ongoing efficient and effective delivery of key deliverables within the role in the best interests of the Barkly Regional Council.
- Ensure compliance with and adherence to all legislative requirements and best practices at all times.

Commitment, Attitude, and Application to Duties:

- Provide courteous and prompt attention to requests for information.
- Demonstration of a positive and proactive attitude with strong initiative.
- Promote Barkly Regional Council in a positive manner at all times.
- Promote and encourage continuous quality improvement strategies for the delivery of accurate and timely documentation.

8. Compliance, Training and Development

Mandatory

- Drivers Licence
- National Criminal History Check
- Working with Children Clearance
- Corporate Induction
- Site Induction
- Fraud Prevention Training
- Prevention of Workplace Bullying, Harassment and Discrimination
- Workplace Health and Safety Induction

Desirable

- Membership of the Institute of Grants Management
- LGACOROO9 Manage Grants

9. Essential Criteria – Skill, Experience, and Qualifications

1. Prior experience in successfully managing a diverse grants portfolio.
2. Demonstrated capacity to develop and maintain systems to manage dynamic work priorities, reporting and analysis of trends and results.
3. Demonstrated high level written communication skills and the ability to communicate in various writing styles, including experience in the preparation of funding submissions.
4. Excellent oral communication and presentation skills, including the capacity to present to diverse groups of people.
5. Proven interpersonal skills; ability to collaborate effectively and develop good working relationships with both internal and external stakeholders.
6. Proficiency and experience working in a grants management system.
7. Demonstrated ability to achieve income targets.
8. Sound financial management skills and experience in developing program budgets.
9. Significant understanding of monitoring and evaluation frameworks, practices and impact reporting.
10. Expert knowledge of and experience in project management.

10. Desirable Criteria - Skill, Experience, and Qualifications

1. A relevant Tertiary in Finance or Grant Management or equivalent
2. Experience in working with people from culturally and linguistically diverse backgrounds, with a demonstrated commitment to the principles of social justice.

11. Certification

The details contained in this document are an accurate statement of the responsibilities, accountabilities, and other requirements of the position.


Chris Kelly
Chief Executive Officer

6 / 2 / 2025
Date

12. Acceptance

I, _____, have read and understood the requirements of this position and hereby agree to the responsibilities as outlined above.

Signature

_____/_____/_____
Date