

## POSITION DETAILS

**Position Title**

Grants Administrator

**Position Number**

13849

**Classification Level**

Level 3

**Award/Agreement**

Public Service Award 1992 /  
Public Service and Government Officers  
General Agreement 2017

**Division/Directorate**

Office of Multicultural Interests

**Branch/Section**

Community Engagement and Funding

**Physical Location**

140 William Street, Perth

**Effective Date**

13/08/2018

**Employment Type**

Permanent

Full time

## REPORTING RELATIONSHIPS

**Position reports to**

13838 – Team Leader Funding Programs – Level 6

**Positions reporting to this position**

Nil

## PURPOSE OF THE POSITION

This position assists with the administration, processing and monitoring of the Office of Multicultural Interests' grant programs. The position is an integral member of the Funding Team undertaking routine tasks, providing support and advice within a team environment; liaising with community organisations and individuals; and ensuring activities meet operational guidelines, timeframes and quality standards.

## ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

MISSION	VISION	VALUES
Enlivened and successful communities and economy	To facilitate lively communities and economy and the offering of outstanding and inclusive sporting and cultural experiences	Vision Excellence Diversity Leadership Integrity

### DLGSC Objectives

- To partner with local government to deliver good governance to community
- To promote participation and achievement in sport, recreation, culture and arts
- To support and grow the cultural industries
- To promote the benefits of cultural diversity and social inclusion
- To provide opportunities in the hospitality sector by reducing red tape on the liquor and gambling industries
- To celebrate Aboriginal culture and preserve history and traditions

### DLGSC Approach

We will achieve this by:

- Working collaboratively across other State Government departments
- Creating synergies and find efficiencies in business functions
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of Government targets
- Community focussed engagement and partnerships

## ROLE OF THE UNIT

The role of the Office of Multicultural Interests is to assist the Minister for Citizenship and Multicultural Interests and the State Government to achieve the full potential of multiculturalism. This requires strategies that include the whole community including business and industry groups, government and non-government agencies, culturally diverse communities and the wider community.

The Office acts as an 'enabler'—providing information, advice, funding, training and support and encouraging and facilitating partnerships and collaboration to achieve:

- A society that values, respects and maximises the benefits of its cultural, religious and linguistic diversity
- The development of organisations whose policies, programs and services are accessible and responsive to the needs of our diverse community
- Strong communities whose members foster and share their diverse cultures and actively participate in all aspects of Western Australian life.

The objectives of the Office are to

- Strengthen the capacity of culturally diverse communities
- Support the development of culturally inclusive policies, programs and services
- Facilitate full participation by culturally diverse communities in social, economic, cultural and civic activities.
- Develop intercultural understanding and promote the benefits of our State's cultural and linguistic diversity.

Positions within this division are responsible for the delivery of programs, services and projects that provide information, advice, services, funding and activity coordination that address these objectives.

Through well-developed processes, knowledge management and information delivery methodologies, research, risk analysis, robust project management as well as strong facilitation and collaboration competencies these staff will contribute to the achievement of improved collaboration between government agencies, not-for-profit organisations and local governments in the delivery of a wide range of community services at the local level.

## DUTIES OF THE POSITION

This section outlines the results and outcomes required of an individual in this position.

### 1. Administration

- 1.1 Undertakes administrative activities to support the team and its funding programs.
- 1.2 Provides secretariat and administrative support to consultations, committees and other internal and external stakeholder groups as required.
- 1.3 Maintains and updates databases, program monitoring and evaluation tools as directed.
- 1.4 Participates in continuous improvement efforts that work to maximise program operations and client satisfaction.

### 2. Research

- 2.1 Contributes to the monitoring and collection of data and evaluation of information to support the management, evaluation and improvement of funding programs and their associated activities.

### 3. Communication and Liaison

- 3.1 Responds to client information requirements clearly and effectively.
- 3.2 Assists with the preparation of submissions, briefing notes, reports, policy and correspondence.
- 3.3 Provides information and assistance on policy and processes relevant to funding program outcomes.
- 3.4 Liaises with, and maintains a network of, government and stakeholder contacts to support key priorities, assist in the resolution of issues and advocate for program outcomes.
- 3.5 Assists with the development and maintenance of online and social network resources that support implementation of funding programs and their associated activities.
- 3.6 Assists with the development and implementation of funding program promotions in coordination with communications staff.

### 4. Project Management

- 4.1 Assists with the ongoing development, management and delivery of projects, events and other program initiatives.

## COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the Department's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

## WORK RELATED REQUIREMENTS

Essential Pre-employment requirements: e.g. qualifications, licences

Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.

Please note that a criminal record does not necessarily disqualify you for appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.

Applicants should demonstrate their capacity to meet the following criteria, which should be read in conjunction with the specific responsibilities of this role.

### Essential

#### 1. Role Specific

- Demonstrated experience in working effectively with culturally and linguistically diverse communities or organisations.

#### 2. Shapes and Manages Strategy

- Well-developed analytical and problem-solving skills and the ability to provide high quality advice and support.

#### 3. Achieves Results

- Demonstrated experience in developing, implementing and evaluating processes and systems and meeting compliance requirements
- Demonstrated organisational and administration skills, with a high level of attention to detail, and the ability to prioritise and complete tasks within deadlines.

#### 4. Builds Productive Relationships

- Demonstrated ability to work autonomously, collaboratively and productively as a member of a small team and build relationships with a range of stakeholders.

#### 5. Exemplifies Personal Integrity and Self-awareness

- Demonstrates professionalism through meeting position objectives in accordance with Departmental policies and procedures.

#### 6. Communicates and Influences Effectively

- Well-developed written, verbal and interpersonal communication skills and the ability to tailor communication style to the target audience.

#### 7. Administrative skills

- Demonstrated high-level Microsoft Office skills and experience in maintaining databases and spreadsheets.

### Desirable

- Demonstrated experience in funding or program administration.

## ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

### Special Conditions

- A current (within six months) National Police Clearance Certificate will be required.
- Work outside of normal business hours may be required.

### Appointment is subject to:

- 100 point identification check; and
- Criminal Records Screening clearance.

### Training:

- Complete induction within three months of commencement;
- Complete any training specific to the role required by Departmental policy; and
- Complete the department's AEDM within six months of appointment

## CERTIFICATION

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

.....  
**Corporate Executive Representative Signature**

Date (DD/MM/YYYY)

*I have read and accept the responsibilities of the Job Description Form.*

*The position's duties are to be performed in accordance with the Department's Code of Conduct.*

.....  
**Employee Signature**

Date (DD/MM/YYYY)

**REGISTERED**

DEPARTMENT OF LOCAL  
GOVERNMENT, SPORT AND CULTURAL  
INDUSTRIES

Initials: RF

Date: 22.08.2019