

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

To enable dynamic and inclusive communities and support the WA economy through effective regulation and the facilitation of outstanding sporting and cultural experiences and opportunities.

VISION

Creating a vibrant, inclusive and connected WA community.

VALUES

**Customer Focused
Responsive
Respectful
Accountable
Innovative**

DLGSC Objectives

- Improve capability and outcomes across the local government, sport and recreation and culture and arts sectors
- Improve participation of culturally and linguistically diverse communities within Government and promote, support and celebrate the State's cultural diversity
- Contribute to the wellbeing of the community through effective regulation
- Encourage and enable understanding and acknowledgement of Aboriginal history and contemporary society
- Facilitate public engagement with highly valued sporting, cultural and recreational spaces and places

DLGSC Approach

We will achieve this by:

- Working collaboratively with the community, all tiers of government and key stakeholders to implement a shared approach to improve community engagement and experience
- Being efficient, effective and responsive through an agile and flexible workforce
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of whole-of-State Government targets
- Using evidence based information to develop community focused 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: KC

Date: 01.11.2019