



POSITION DETAILS

Position Title

Online Grants and Contract Officer

Position Number

12715

Classification Level

Level 3

Award/Agreement

Public Service Award 1992, or any other prevailing industrial instruments

Division/Directorate

Culture and the Arts

Branch/Section

Online Grants

Physical Location

140 William Street, Perth

Effective Date

25/11/2019

Employment Type

Permanent

Employment Status

Full time

REPORTING RELATIONSHIPS

Position reports to

13187 Online Grants Manager L6

Positions reporting to this position

Nil

PURPOSE OF THE POSITION

This position is responsible for the administration of project funding via the Online Grants Management System (OGMS), ensuring compliance with relevant program and legislative requirements. The Online Grants and Contracts Officer also provides technical and troubleshooting support to internal and external OGMS users, including grant applicants, funding recipients and assessors using the Online Grants web portal.



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

DUTIES OF THE POSITION

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

1. Administer and process online project funding applications via the OGMS Dashboard ensuring compliance with relevant eligibility and legislative requirements.
2. Undertake the coordination, system configuration and administration of internal and external assessment of project funding applications via the Online Grants web portal, including organising external peer assessment meetings, recording panel recommendations, and scheduled payment of assessor sitting fees in OGMS.
3. Prepare and issue assessment reports for publication, ministerial briefing notes, and assessment notification letters and contracts for Executive review and approval.
4. Verify executed project funding contracts and ensure compliance with contract conditions and reporting requirements.
5. Process and issue approved contract variations.
6. Certify, process and confirm contract payments.
7. Review and issue contract acquittal report reminders; review approved acquittal reports and close finalised contracts.
8. Provide secure Online Grants account access, technical and troubleshooting advice, and general business support to external OGMS users, including grant applicants, funding recipients and assessors using the Online Grants web portal.
9. Provide advice and assistance to staff on policy and processes relevant to the administration of project funding.
10. Provide troubleshooting assistance, general system support and training to OGMS users at all levels.
11. Prepare, format and log OGMS data extract reports for data analysis, research, briefings, ministerials and statutory reporting requirements as requested.
12. Purchase card expense reporting and reconciliation.
13. Assist with preparation of data for monthly and quarterly reporting.
14. Undertake system configuration to create funding rounds for weekly internal assessment of project funding.
15. Manage grant, contract, payment, report and assessor records in accordance with records management policies and procedures to insure data accuracy, security and integrity.

16. Creation and update of email, letter and contract mail-merge templates in OGMS as directed.
17. Participates in the continuous improvement, review and testing of the OGMS to maximise system and business efficiencies and client satisfaction.
18. Other duties as required with respect to the skills, knowledge and abilities of the employee.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Maintains a contemporary knowledge base relating to human resources policies and procedures.
- 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**

- Contributes to the evaluation, development and testing of grant processes and systems to enable service improvement.
- Demonstrated experience using Microsoft Office and Microsoft Dynamics Customer Relationship Management (CRM) software or similar software in the context of online grants.
- Well developed customer service and problem solving skills to achieve a collaborative, flexible and supportive team environment.

2. **Shapes and Manages Strategy**

Ability to research, analyse and make evidence-based recommendations.

3. **Achieves Results**

Takes responsibility for managing administrative duties with a high level of attention to detail, self-direction, and commitment to meet deadlines and contribute to the achievement of team objectives and priorities.

4. **Builds Productive Relationships**

Ability to develop and maintain productive relationships, including liaising and consulting with a variety of individuals.

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

- Ability to demonstrate public service professionalism by performing duties of the role in accordance with departmental and team objectives, obtaining feedback and guidance from manager where required.
- Ability to understand and operate within the mission, vision and values of the Department.

6. **Communicates and Influences Effectively**

Well developed communication skills, including the ability to adapt messages to suit the intended audience.

Desirable

1. Relevant experience in relation to grants funding in the arts and cultural sector.

ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- Nil

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 Accountable and Ethical Decision Making training within six months of appointment eg. duties required to undertake the role.



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: BP	Date: 25.11.2019