



POSITION DETAILS

Position Title

Team Leader Online Grants

Position Number

14360

Classification Level

Level 5

Award/Agreement

Public Service Award 1992, or any other prevailing industrial instruments

Division/Directorate

Culture and the Arts

Branch/Section

Research, Policy and Evaluation

Physical Location

140 William Street, Perth

Effective Date

21/11/2019

Employment Type

Fixed-Term

Employment Status

Full time

REPORTING RELATIONSHIPS

Position reports to

13187 – Online Grants Manager
– Level 6

Positions reporting to this position

PURPOSE OF THE POSITION

The Team Leader Online Grants is responsible for managing the day to day administration of the Culture and the Arts Online Grants Management System (OGMS) and managing the grants and administration aspects of the arts grants programs. The position is responsible for providing first level support for the OGMS users including security and access management, troubleshooting and system training for OGMS users.



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
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.	Creating a vibrant, inclusive and connected WA community.	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. Provide first level support, troubleshooting and training for internal users of the OGMS.
2. Set up and maintain user accounts and security/access in OGMS.
3. Perform configuration changes to the OGMS as required.
4. Participate in the development of system improvements to enhance the OGMS functionality.
5. Develop policies and procedures to support the effective day to day management of the OGMS.
6. Liaise with internal and external OGMS support agencies to manage and resolve technical issues within OGMS, and maintain the system.
7. Assist the Executive Director and Manager in budget preparation, financial analysis and reporting requirements.
8. Coordinate grants funding reporting requirements, via data extract from the OGMS, for internal and external stakeholders, and to meet statutory and whole of government requirements.
9. Provide advice to internal and external stakeholders on grants management processes,
10. Prepare responses to ministerial correspondence and Parliamentary Questions in relation to grants funding.
11. Other duties as required with respect to the skills, knowledge and abilities of the employee.

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 Requirements
 - Knowledge and understanding of government grant funding processes
 - Demonstrated experience and technical skills related to online grant system administration and day to day management, as outlined in the 'Duties of the Position'
 - Demonstrated ability to lead a team and organise people as individuals and as a group to achieve planned results
2. Shapes and Manages Strategy
 - Supports shared purpose and direction
 - Thinks strategically
 - Harnesses information and opportunities
 - Shows judgement, intelligence and common sense
3. Achieves Results
 - Identifies and uses resources wisely
 - Applies and builds professional expertise
 - Responds positively to change
 - Takes responsibility for managing projects to achieve results
 - Demonstrated commitment to a work environment that supports individual, team and organisational success
4. Builds Productive Relationship
 - Nurtures internal and external relationships
 - Listens to, understands and recognises the needs of others
 - Values individual differences and diversity
 - Shares learning and supports others
5. Exemplifies personal integrity and self-awareness
 - Demonstrates public service professionalism and probity
 - Engages with risk and shows personal courage
 - Commits to action
 - Promotes and adopts a positive and balanced approach to work
 - Demonstrates self-awareness and a commitment to personal development
 - Shares learning and supports others



- Ability to understand and operate within the mission, vision and values of the Department

6. Communicates and Influences Effectively

- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates confidently
- Provide advice on online management processes and resolve technical issues

Desirable

1. Knowledge of arts and cultural grant funding processes

ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- A current (within six months) National Police Clearance Certificate will 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 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: 9.12.2019