



# Senior Grants Coordinator

**Branch:** Grants Team  
**Directorate:** Regional Services  
**Position Number:** 00026491  
**Classification:** Level 6  
**Physical Location:** Innaloo  
**Award/Agreement:** Public Service Award & Public Sector CSA Agreement 2024

## Our purpose: Empowering a thriving community

The Department of Transport and Major Infrastructure (DTMI) together with Main Roads WA and the Public Transport Authority forms the Transport Portfolio. DTMI seeks to connect people and places to keep Western Australia moving towards a safer, healthier, and more sustainable future.

Join us and work in a role where you can bring your best self to work and leave work having been seen and heard, and able to contribute meaningfully to the communities throughout Western Australia. DTMI promotes a diverse workforce and embraces a high standard of equal opportunity, health and safety, and ethical practice. DTMI is a values-based organisation committed to empowering a thriving community.



Working **together**, we get things done.



Looking after **ourselves** and supporting **others**.



Always open to **possibilities**.



Taking ownership, we **deliver**.

## Overview of the directorate

The Regional Services Business Unit are the trusted voice of the Department of Transport in the regions. We have great people that are knowledgeable, trusted and multi-skilled, they are problem solvers with a can-do attitude. We are all part of a team that works together across regional WA and are ready to pitch in to help each other out. We are flexible and adaptable; we use technology and local knowledge to provide services that are suited to each unique community and work closely with other members of the Transport Portfolio to deliver quality services and outcomes to regional customers. Our teams are connected to the community which they are a part of, we value our customers and go above and beyond to assist them, providing excellent customer service across regional WA.

## Overall purpose of the role

Develops, implements and administers a robust and fit for purpose grants process for Driving Access and Equity, ensuring funding is used appropriately and in accordance with state guidelines and departmental objectives.

## Work description

- Develops policies and procedures aligned to Department, state and commonwealth grant guidelines that streamline the grants process while maintaining high levels of probity and governance, to ensure the administrative burden is commensurate with the grant funding agreement.
- Implements systems to ensure consistent grant management processes.
- Assigns work and develops the team to deliver the required outcomes.
- Manages a panel to undertake timely review of grant applications and provides recommendations on whether a grant should be funded in accordance with assessment criteria and grant guidelines.
- Negotiates and manages complex funding agreements, administering grant programs and maintaining accountability systems for all funding.
- Monitors and acquits funding for the Grants Program(s) with regard to relevant reporting requirements, legislative and policy requirements and approved budgets.
- Liaises with, and reports to, internal and external stakeholders on information and activities associated with the Grants Program(s).
- Ensures appropriate record keeping practices are developed and implemented and prepares and presents Grants Program(s) reports, statements and status reports as required. Prepares and updates budgets.
- Collects quality quantitative and qualitative data for use in evaluating the Program(s) and its components.
- Prepares reports, Ministerial briefing notes and responses to Ministerial Correspondence.
- Provides input and support to the Driving Access and Equity team on project, contract and procurement matters.
- Undertakes other duties as required.

## Work related requirements

The following criteria are to be applied within the context of this position, which includes alignment to the Department's values.

## Criteria

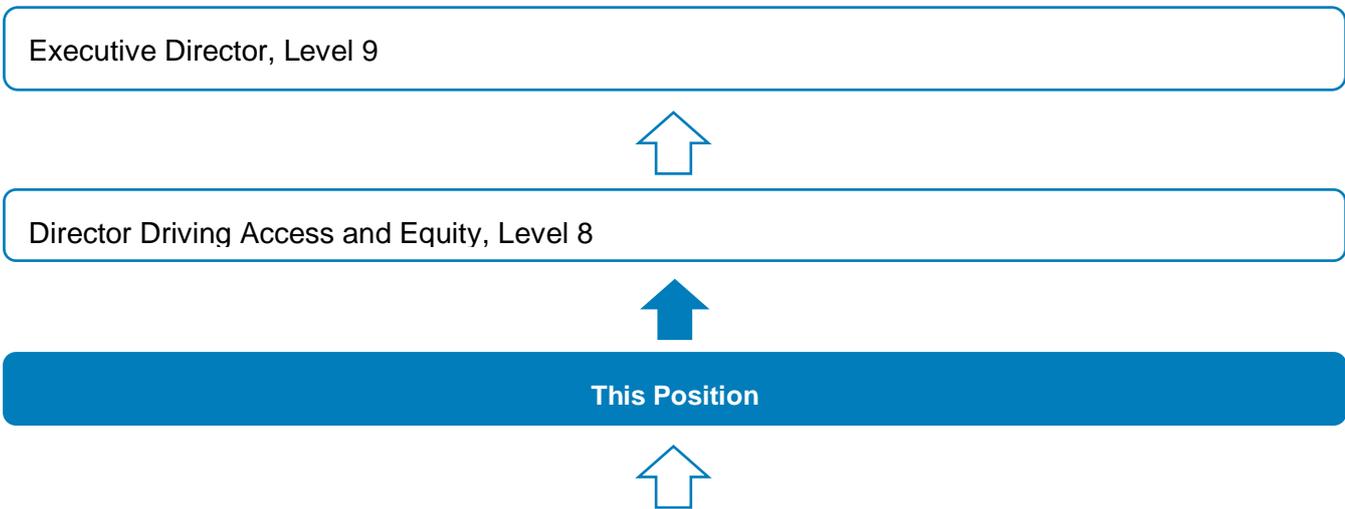
### ESSENTIAL:

- 1. Considerable experience developing and managing grant programs and/or funding programs, including developing streamlined funding and governance policies, to achieve positive social impact for communities and deliver probity and value for money.
- 2. Develops innovative and evidence-based recommendations based on a sound understanding of the strategic objectives, research, and qualitative and quantitative analysis.
- 3. Independently manages and evaluates program performance, identifying the need for improvement and initiating positive change when required.
- 4. Builds and maintains cooperative, productive, and trusted relationships with team members, other teams, stakeholders and clients, including with Aboriginal and culturally and linguistically diverse communities and people, recognising and exploring diverse views.
- 5. Acts in accordance with Agency values and behaviours, and empowers others to be positive, flexible and accountable for the achievement of agreed outcomes.
- 6. Presents messages confidently, clearly, and succinctly verbally and in writing, listens openly to differing ideas and influences based on a strong grasp of the key issues.

**DESIRABLE:**

- 1. Experience in managing technology systems and solutions to manage grant programs.

**Reporting relationships**



Grants and Business Support Officer, Level 4, 1 FTE  
Grants and Engagement Support Officer, Level 3, 1 FTE

## Allowances/Special conditions

1. A current national police clearance certificate incorporating criminal and traffic convictions and infringements is required for this position.

## Certification

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

**Executive Director**  
**People and Culture**