



Job Description Form

Grants Manager

Position Details

Position Number: Generic

Classification: Level 7

Award/Agreement: Public Sector Award and Agreement

Organisational Unit: Housing Policy and Development / Housing Delivery and Asset Maintenance / Major Projects and Complex Programs / Capital Grants Program

Location: Perth Metropolitan Area

Classification Date:

Effective Date: January 2026

Reporting Relationships

This position reports to:

Manager Capital Grants Program, 014117, Level 8

Positions under Direct Supervision:

This position may supervise a small team.

Role Statement

This position is responsible for:

- leading the strategic development, administration and management of the Department's Capital Grant and Funding Programs;
- managing the planning and ongoing maintenance of the operational budget of these Capital Grant and Funding Programs;
- negotiating complex funding agreements, administering Capital Grants Programs and maintaining accountability systems for all funding;
- provides high level consultancy and strategic support to internal and external stakeholders in relation to the administration and management of Capital Grant and Funding Programs;
- establishing, maintaining and effectively managing strategic partnerships, collaborative working relationships and effective communication networks with key stakeholders and agencies;
- leading and developing Capital Grants teams, including the coordination of operational activities; and
- facilitating continuous knowledge improvement of contract, program and/or project management concepts, techniques, and standards.

Position Duties and Responsibilities

1. Community Engagement

- 1.1 Undertakes strategic needs-based planning, and the development and support to the government and non-government sectors in the provision and funding of capital grant projects.
- 1.2 Liaises and provides support and advice to key external stakeholders in non-government organisations, local government, federal and state agencies.
- 1.3 Examines and reports on issues related to the management of complex and contentious grants to non-government services.

2. Grants Management

- 2.1 Provides leadership, development, administration and the management of the Department's Capital Grant Programs.
- 2.2 Leads research and provides advice to the Director and Executive on appropriate positioning and responses required to address changes to State and Commonwealth policies and on best practice which affect the financial accounting of programs.
- 2.3 Leads and manages team members to develop the required competencies to deliver high productivity program service delivery.
- 2.4 Manages the capital grants operational budgets.
- 2.5 Negotiates Statewide Agreements, conducts reviews, and ensures compliance with government and Departmental policy.
- 2.6 Monitors compliance of funded organisations through the review of financial acquittals, reports and systems.
- 2.7 Maintains funding accountability systems to satisfy government requirements.

3. Policy

- 3.1 Provides strategic advice on emerging issues and contributes to the development of government policy, plans and projects in relation to capital grants.
- 3.2 Undertakes consultation with the government and non-government sectors and the broader community regarding capital grants.

3.3 Ensures regional and remote issues are represented in the development of government policy, plans and projects in relation to capital grants.

4. Other

4.1 Prepares Ministerial responses, briefing papers and other materials as required.

4.2 Ensures reporting and advice is timely, within the prescribed framework and meets acceptable standards.

4.3 Develops teamwork among staff to produce quality, outcomes-based customer service principles and practices.

Corporate Responsibilities

1. Exhibits accountability, professional integrity and respect consistent with the Department's Values, the Code of Conduct, and the public sector Code of Ethics.
2. Actively participates in the Department's performance development process and pursues professional development opportunities.
3. Participates in emergency or critical event response management duties as required.
4. Undertakes other duties as required.

Work Health and Safety Responsibilities

All Employees (and Volunteers / Trainees / Contractors)

1. Take reasonable care for your own health, safety and wellbeing at work, and that of others who may be affected by your actions or omissions; and comply and cooperate with safety and health policies, procedures and applicable legislated requirements.

Supervisors (if applicable)

2. In addition to the Employees WHS responsibility, ensure as far as practicable, the health, safety and wellbeing of staff under your supervision through the provision of a safe workplace in accordance with health and safety legislation.

Essential Work-Related Requirements (Selection Criteria)

1. Significant experience in non-government funding, including policy development and the contract management of Capital Grant Agreements.
2. Demonstrated knowledge and understanding of contemporary government and non-government funding systems and processes.
3. Demonstrated experience in providing consultancy and strategic support to key stakeholders across government, non-government agencies and the community.
4. Highly developed workplace communication skills, including written, verbal, interpersonal, negotiation and facilitation skills, and the ability to develop and maintain effective stakeholder relationships.
5. Demonstrated ability in managing and leading a team to deliver agreed outcomes.

Essential Eligibility Requirements / Special Appointment Requirements

1. Appointment is subject to a satisfactory Criminal Record Check conducted by the Department.