



# Job Description Form

## Senior Grants Officer

### Position Details

**Position Number:** Generic

**Classification:** Level 6

**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:** March 2026

### Reporting Relationships

**This position reports to:**

Grants Manager, Level 7; or  
Project Manager, Level 7

**Positions under Direct Supervision:**

This position has no subordinates.

## Role Statement

This position is responsible for:

- contributing the strategic development, administration and management of the Department's Capital Grant and Funding Programs;
- contributing to 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 Grants and Funding Programs;
- establishing, maintaining and effectively managing strategic partnerships, collaborative working relationships and effective communication networks with key stakeholders and agencies;
- Developing Capital Grants Programs, which includes 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. Grants Management

- 1.1 Assists in the management of Capital Grant funding models that may be complex and/or high risk.
- 1.2 Develops, examines and evaluates policies on issues affecting the administration of Capital Grants.
- 1.3 Coordinates and operates the development of maintenance of systems, procedures and standards for the effective management of Capital Grants.
- 1.4 Organises and maintains effective communication networks with key stakeholders that foster partnerships and enhance capacity building in local communities through the effective administration of Capital Grants.
- 1.5 In consultation with stakeholders, identifies, investigates, analyses and proposes strategies to resolve issues identified during the project implementation planning process.

- 1.6 Provides advice and assistance to grant applicants and potential applicants on the legislative and policy requirements of the housing grants funding program.
- 1.7 Liaises with relevant stakeholders on the implementation of grants assistance programs.

## **2. Funding Management and Reporting**

- 2.1 Prepares reports, correspondence and briefing notes for key stakeholders on matters relating to Capital Grants administration.
- 2.2 Prepares reports for the Program Control Group and CLT as required.
- 2.3 Presents and analyses data on the Capital Grants Programs - within the teams, for the Ministers office and Treasury.
- 2.4 Monitors Government, local government, and industry, trends, and developments.
- 2.5 Assists in the development of new funding programs as directed.
- 2.6 Ensures strategies proposed and implemented, are compliant with corporate and project governance frameworks.
- 2.7 Ensures the grants awarded and managed are compliant to audit requirements by the Office of the Auditor General in accordance with the *Financial Management Act 2006* or the *Auditor General Act 2006*.
- 2.8 Identifies risks and recommends actions to mitigate the identified risks to the Manager.
- 2.9 Undertakes new projects relating to Capital Grants funding as directed.
- 2.10 Represents the Department at meetings, forums and working parties as required.

## **3. Team**

- 3.1 Actively contributes to build the capacity and positive culture of the team and takes responsibility to productively engage in performance management and development and maintains strong and productive communication with all peers and colleagues.

## 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. Demonstrated ability to lead and implement Capital Grants or funding administration strategies.
2. Demonstrated experience in the assessment and acquittal of funding or Capital Grants.
3. Proven ability to establish and maintain high quality relationships with key stakeholders at senior levels and the ability to facilitate cooperation within and external to the organisation to achieve Department outcomes. This includes the organisation of assessment panel meetings.
4. Well-developed communication and interpersonal skills with demonstrated experience with a range of audiences and groups in delivering timely and accurate grants reporting information.

### **Desirable Work-Related Requirements (Selection Criteria)**

1. Demonstrated substantial knowledge and experience in the procurement and contract management of Community Services Sector contracts and Capital Grants from a government and/or non-government work environment including contract management systems and quality assurance processes

### **Essential Eligibility Requirements / Special Appointment Requirements**

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