



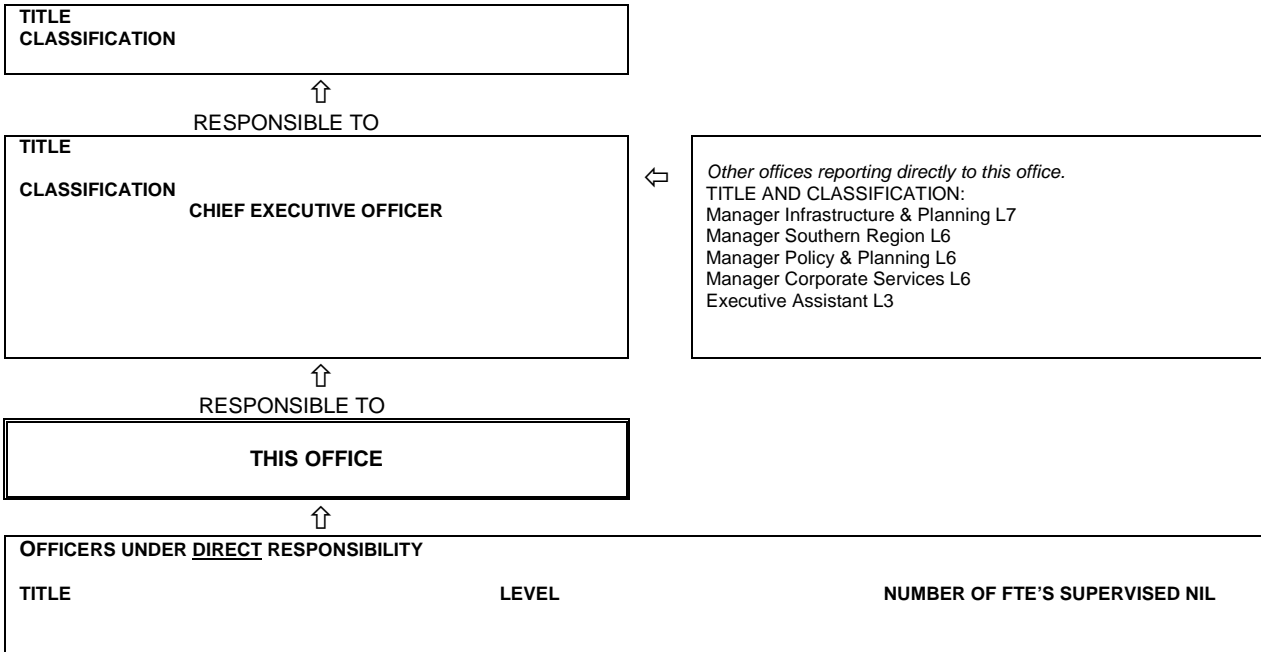
JOB DESCRIPTION FORM

The mission of the Goldfields-Esperance Development Commission

To increase investment and attract population to our Region.

Position Title Senior Grants Officer		
Effective Date 26 October 2009	Position Number: P9900018	Level Level 6
Services	Division	Branch
Section	Agreement PSA General Agreement 2008	Location Kalgoorlie

REPORTING RELATIONSHIPS



Role (brief outline of key responsibilities/duties) and Scope (i.e. level of guidance under which individual operates, range of assignments that may be undertaken, influence on results for work function/program)
Leads and Manages the Royalties for Regions Regional Grants Scheme ; including engaging with stakeholders to identify suitable projects for funding.
Individuals undertake their duties within the GEDC's Code of Conduct, policies/procedures and relevant Government legislation.

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RESPONSIBILITIES OF THIS POSITION

Details (listed in descending order of importance)	%
<p>Manages the Commission's Royalties for Regions Regional Grants Scheme including;</p> <ul style="list-style-type: none"> • Engaging with stakeholders to identify suitable grant projects for funding; • Provides advice and support to prospective grant applicants; • Participates in the assessment of grant applications; • Provides support and advice to successful grant project recipients; • Develops, manages and negotiates the grant funding agreements with successful recipients; • Perform associated administration and reporting functions in relation to grant applications; • Research, analyse and make recommendations on Royalties for Regions Regional Grants Scheme projects; • Research, analyse and make recommendations on State Royalties for Regions Grants Scheme projects as required; • Prepare reports, submissions and correspondence in relation to the Royalties for Regions Regional Grants Scheme; • Liaise with government, industry, community groups and individuals in respect to Royalties for Regions Regional Grants Scheme project funding opportunities; • Represent the Commission as required; • Assist in regional planning; • Provide support and advice to the CEO in relation to Royalties for Regions Regional Grants Scheme; and • Undertake other duties as required. 	100%

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WORK RELATED REQUIREMENTS (SELECTION CRITERIA)

Applicants must address all of the selection criteria listed below in the context of the position.

ESSENTIAL

1. Sound project planning, implementation and monitoring skills and experience.
2. Demonstrated written communication skills including research and report writing skills.
3. Liaise effectively with all levels of government, industry, community groups and individuals.
4. Well developed interpersonal skills.
5. Ability to work effectively as an individual and within a team environment.
6. Demonstrated initiative.
7. Self motivated.
8. Project and time management skills.
9. Financial analysis skills.
10. Computer experience using the suite of Microsoft Office Professional.
11. Current "C" class drivers licence.

DESIRABLE

1. Experience in grants assessment and management.
2. Knowledge of the Goldfields-Esperance region.
3. Demonstrated knowledge of strategic planning.

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ATTRIBUTES REQUIRED OF THIS POSITION

NOTE: Applicants ARE NOT required to address attributes in their written application.

These requirements may be assessed by the selection panel when contacting referees.

- Being proactive and motivated
- Having commitment to following through e.g. deliver on tasks.
- Capacity to work with a range of stakeholders
- Strong interpersonal skills
- Demonstrating appropriate conduct in a range of situations, aligned with the GEDC's Code of Conduct and the Code of Ethics.

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OTHER

<p align="center">PERMANENT POSITION</p> <p>State whether position forms part of permanent establishment: YES OR NO</p>	<p>No</p> <p>Full Time Fixed Term 2 year Contract with Option for Further 12 Months.</p>					
<p align="center">FTE (e.g. 1, 0.5)</p>	1.0					
<p align="center">ALLOWANCES / SPECIAL CONDITIONS</p> <p>Please mark X in the box for allowances and conditions applicable.</p>	District Allowance	x				
	Other (please specify)					
<p align="center">SPECIALISED EQUIPMENT OPERATED</p> <p>Specify type of equipment, make and model operated i.e. 4WD.</p>						
<p align="center">ASCO CODE</p> <p>State ASCO Code</p>	5111					
<p>WORKING WITH CHILDREN Please specify if this position requires a Working with Children check – please refer to http://www.checkwwc.wa.gov.au/AboutWWCChecks/default.htm if this position works with children for further information on whether this will be required.</p> <p align="center">YES OR NO</p>	No					

CERTIFICATION

- (i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

CHIEF EXECUTIVE OFFICER
SIGNATURE:
DATE: