

# POSITION DESCRIPTION

## FUNDING AND PARTNERSHIPS OFFICER



### The City of Port Adelaide Enfield is:

“A City that values its diverse community and embraces change through innovation, resilience and community leadership”

### Our culture is:

We value our constructive workplace culture that is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our community. We love the fun stuff and we’re prepared to do the tough stuff!

We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

### The Position:

<b>Position Number</b>	<b>5081</b>
<b>Department</b>	<b>Community Development</b>
<b>Section</b>	<b>Community Development</b>
<b>Team</b>	<b>Community &amp; Cultural Development</b>
<b>Classification:</b>	<b>MOA 4</b>
<b>Stream:</b>	<b>General Officers</b>
<b>Reporting to</b>	<b>Community &amp; Cultural Development Leader</b>
<b>Prescribed Position:</b>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
<b>Positions Reporting to it</b>	<b>Nil</b>



 **ECONOMY** *A City of opportunity*

What it looks like	Indicator
<ul style="list-style-type: none"> <li>• Prosperous</li> <li>• Connected</li> <li>• Growing</li> </ul>	<ul style="list-style-type: none"> <li>gross regional product</li> <li>proportion who feel that they can easily access information and organisations</li> <li>number of local jobs</li> </ul>

 **COMMUNITY** *A City that supports community wellbeing*

What it looks like	Indicator
<ul style="list-style-type: none"> <li>• Healthy</li> <li>• Inclusive</li> <li>• Cohesive</li> </ul>	<ul style="list-style-type: none"> <li>proportion who say they are healthy</li> <li>proportion who feel a part of their local community</li> <li>proportion who say they feel safe in their neighbourhood or community</li> </ul>

 **ENVIRONMENT** *A City which cares for its natural environment and heritage*

What it looks like	Indicator
<ul style="list-style-type: none"> <li>• Distinctive</li> <li>• Adaptable</li> <li>• Sustainable</li> </ul>	<ul style="list-style-type: none"> <li>proportion who say the city's heritage is effectively managed</li> <li>city adaptability score</li> <li>proportion who say the city's natural environment is effectively protected</li> </ul>

 **PLACE MAKING** *A City where people love to be*

What it looks like	Indicator
<ul style="list-style-type: none"> <li>• Belonging</li> <li>• Accessible</li> <li>• Creative</li> </ul>	<ul style="list-style-type: none"> <li>city net promoter score</li> <li>proportion who say they can easily access places and services across the city</li> <li>proportion who feel they had an opportunity to participate/experience local arts and cultural activities</li> </ul>

 **LEADERSHIP** *A City confident in its leaders*

What it looks like	Indicator
<ul style="list-style-type: none"> <li>• Strategic</li> <li>• Accountable</li> <li>• Engaged</li> </ul>	<ul style="list-style-type: none"> <li>proportion who say council delivers value for the rate dollar</li> <li>proportion who are satisfied with council services</li> <li>proportion who say council is engaging with the people and relevant organisations and businesses</li> </ul>

**How does this Position contribute to our Community?**

The Funding and Partnerships Officer supports the progression of Council's City Plan to improve the wellbeing of the community by leading grantmaking and partnership-based solutions which contribute to improved community outcomes and support Council's collaboration with community stakeholders. Utilising a community development approach, you will be supported to improve outcomes for our community, utilising current evidence and theories, and fostering effective collaborations with stakeholders. You will also provide advice across the organisation to ensure that community funding and partnership structures achieve effective and measurable contribution to Council's corporate goals and objectives.

### **What does the Position do?**

- Plan, deliver and evaluate appropriate and responsive grant programs that support the delivery of strategic outcomes for the benefit of the Port Adelaide Enfield community.
- Ensure grant funding programs and agreements are managed efficiently and in accordance with relevant policies and strategic plans.
- Continuous improvement of relationships and partnerships with relevant community stakeholders for the benefit of the Port Adelaide Enfield community and in relation to strategic plans.

### **Qualifications and Work Experience Needed**

- Demonstrated experience in grants administration is essential.
- Appropriate tertiary qualifications and / or significant relevant experience in the area of community development, social sciences or related field is essential.
- Working creatively and collaboratively using a community development approach.
- Management of community funding and partnership relationships.
- Grant making in a community development context.
- Budget monitoring.
- A current driver's license is essential.

### **Behavioural Competencies**

- Effective communication - information sharing which is easily understood
- Problem solving - identify solutions for problems
- Self-motivated - self-driven enthusiasm and optimism to complete tasks
- Personal development - pursuit of knowledge and skills, seeking to improve oneself
- Personal leadership - take responsibility for self and maximise own potential
- Innovative - creative thinking, new ideas, processes or thinking
- Adaptability to change - open to new ideas and concepts within the working environment
- Decision making - ability to consider alternatives and determine an appropriate course of action
- Quality relationships - develop constructive work relationships through trust and effective interpersonal skills
- Coaching - helping others unlock their potential and maximise their performance
- Influencing - interpersonal communication skills encouraging opinion and feedback

### **Functional Competencies**

- Customer orientation - actively seek input from all customers ensuring Department activities are customer driven
- Business Capability - advocate business excellence and constantly seeks opportunities to improve
- Goal achievement - set and deliver challenging and realistic goals aligned to Council objectives

### **Experience**

- Comprehensive funding program management skills and the ability to deliver strategic outcomes through grant making processes.
- Experienced in planning, executing and evaluating funding programs.
- Approaching complex social and community problems logically and methodically through collaboration.
- Development of contracts, agreements, reports and policy.

- Stakeholder engagement, networking and community liaison.
- Working across a variety of computer systems.
- Experience and/or understanding of Records Management Responsibilities and Practices within local government.

## **Knowledge**

Specialist knowledge of:

- Grantmaking to deliver strategic outcomes in the areas of:
  - Community, arts and cultural development
  - Health and wellbeing
  - Recreation and sport development
  - Heritage
  - Events and festivals
  - Placemaking
- External relationship management and the process of building community partnerships.
- Collective and collaborative approaches to solving complex community issues.
- Operational processes within grants administration.

General working knowledge of:

- Principles of social justice and human services philosophies, including collective impact theory and social return on investment.
- Principles and processes of community development.
- Community and health and wellbeing networks, partnerships and key collaborations within the Council area.
- Community program design and evaluation.
- Community engagement methodologies.
- Taxation legislation as it applies to grant funding.
- Broad knowledge of the roles, services and functions provided by the Council.

## **Responsibilities**

Grantmaking – design and development

- Prioritise the activities of Council's grants programs in response to identified, evidence-based community needs.
- Ensure grantmaking is linked to strategic outcomes within the City Plan and other strategic management plans as relevant.
- Work collaboratively with other staff to develop the focus, design and priorities of various grant programs.
- Utilise appropriate planning and evaluation frameworks across all programs.
- Review and improve relevant policies, procedures and guidelines as required.

Grantmaking – delivery

- Provide system-wide administration, programming and support for Council's online grants management system (Smarty Grants).
- Assess and process grants through the online grants management system in accordance with policy and relevant strategic plans.
- Coordinate assessment of other requests for financial assistance from the community.
- Manage processes in an inclusive, transparent and policy-driven manner.
- Coordinate professional advice to Council through the grants selection process.
- Promote funding opportunities to key stakeholders through a variety of communication methods.

- Provide information, resources and support to grant applicants, and provide linkages with relevant Council staff where relevant.
- Coordinate workshops and information sessions as required.
- Coordinate and monitor relevant budgets and grant/discount value attribution processes.

#### Community Partnerships

- Work with relevant internal sections and staff to identify opportunities to develop mutually beneficial, outcomes-focussed collaborations and partnerships.
- Ensure partnership arrangements are linked to strategic outcomes within the City Plan and other strategic management plans as relevant.
- Develop, advocate for and support best practice methodologies and approaches to stakeholder partnership arrangements.
- Ensure partnerships are built on an outcomes-focussed platform, with clear agreed systems of measurement and ongoing evaluation.
- Identify and support collective approaches to addressing identified community challenges, in conjunction with relevant staff.
- Attend and support community networks as required.

#### Organisational

- Personally comply with and ensure that defined information management practices, policies and principles are embraced within the workplace.
- Ensure compliance with the Code of Conduct, Council policies, procedures and guidelines.
- Promote and maintain a child safe environment and take action as per Council's Child Safe Environment Policy.
- Undertake other reasonable duties as required
- Some out of hours work will be a requirement of the position.

### **Our WHS and Return to Work Responsibilities**

#### **CEO and Directors**

- Strategic Leadership and direction of the implementation of the City of Port Adelaide Enfield's WHS Management System.
- Provide oversight and ensure resolution following investigation of high risk hazards and incidents within the Directorate of responsibility.
- Proactively promote and consider WHS management in operational functions and projects.
- Actively support Managers, Team Leaders and injured workers during return to work processes.
- Ensure programs are in place supporting the rehabilitation of injured workers and their safe return to work in accordance with the service standards set out in the Return to Work Act 2014.

#### **Manager and Team Leaders**

- Provide leadership in the implementation of the City of Port Adelaide Enfield's WHS Management System within their Team/Section.
- Investigate or coordinate the investigation of hazards and incidents within their Team/Section to identify reasonably practicable controls measures.
- Actively participate and encourage preventative WHS strategies, audits, team meeting discussions and training and support the WHS Committees as practicable.

- Assist in early return to work strategies and participate and support injured workers in return to work processes.
- Consider WHS in recommendations made to the Executive Leadership Team and Council.
- Report work related injuries to the Internal RTW Coordinator as soon as reasonably practicable.
- Assist injured workers in the RTW process.

**All Staff**

- Take reasonable care for their own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure his or her safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return to Work Act 2014.