

Role Statement

Senior Funding Consultant

Classification Level:	ASO5	Agency:	Office for Recreation, Sport and Racing
Position Number:	P16278	Division:	Strategy and Investment
Direct Reports:	0	Business Unit:	Funding Services
ANZSCO Code:	2223	Reports to:	Manager, Funding Services
Date Updated:	Sep 2026	Location:	Mile End

Organisation Overview

The Office for Recreation, Sport and Racing (ORSR) is the lead South Australian Government agency for sport, active recreation and racing. ORSR supports sport and recreation organisations, local government, and the community by providing leadership and support through the development and delivery of funding, policy, programs, infrastructure planning and management, and high-performance pathways.

Division

The **Strategy and Investment** division plays a central role in strengthening ORSR's performance, reputation and strategic direction. Through its communications function, it enhances the organisation's profile and public presence, while its business operations and governance teams provide specialised corporate support and advice. Informed by market intelligence, research and evaluation, the division generates industry insights which shape strategy and improve sector outcomes. The funding services team administers the Sports Vouchers Plus program and manages the assessment and allocation of grants across one off, term and ongoing programs that support industry priorities. The division also leads commercial and partnership opportunities that leverage ORSR's assets to drive sustainable revenue and maximise value.

Role Overview

The **Senior Funding Consultant** is responsible for leading the planning, design, administration, implementation and continuous improvement of the Agency's active recreation and sport grant and funding programs. The role ensures funding programs are delivered in a manner that is fair, transparent, equitable, accountable and aligned with government priorities, legislative requirements and organisational objectives.

The position provides end-to-end management of grant programs, including program development, promotion, stakeholder engagement, application assessment, funding recommendations, contract management,



payments, monitoring, reporting and acquittal processes ensuring that public funds are administered responsibly and achieve intended outcomes for the South Australian sport and recreation sector.

As a senior member of the Funding Services team, the role provides leadership, expert advice and guidance on grant administration, assessment methodologies, governance, compliance and risk management. The position contributes to the development and refinement of funding policies, program guidelines, assessment frameworks and business processes to ensure funding programs remain contemporary, efficient and responsive to sector needs.

A key responsibility of the role is developing and maintaining strong partnerships with sporting organisations, recreation bodies, local government authorities, community groups and other stakeholders. Through proactive engagement and capacity-building activities, the Senior Funding Consultant promotes funding opportunities, supports applicants to develop high-quality submissions and helps maximise the impact of government investment in sport and active recreation.

Key Outcomes of the Role

- Lead the planning, coordination, delivery and continuous improvement of assigned grant and funding programs from design through to evaluation.
- Ensure funding programs comply with governance, probity, financial, legislative, policy and audit requirements.
- Coordinate application screening, assessment processes and assessment panels, and prepare funding recommendations, ensuring principles of fairness, transparency, confidentiality and accountability are maintained.
- Manage funding agreements, contract variations, payments, reporting, monitoring, acquittals and compliance activities.
- Utilise the Agency's grant management system to coordinate program delivery, contract management, reporting and funding administration.
- Identify, monitor and manage program, financial, operational and reputational risks and implement appropriate mitigation strategies.
- Monitor, evaluate and report on program outcomes, performance measures and the effectiveness of government investment.
- Analyse program data and undertake research to inform program design, policy development, strategic decision-making and continuous improvement.
- Prepare high-quality reports, briefings, submissions, recommendations, Ministerial correspondence and executive communications.
- Provide expert strategic and operational advice on funding programs, policies, systems and investment priorities to the Minister, Chief Executive and Senior Leadership Team.

- Develop and maintain productive relationships with stakeholders across the sport and recreation sector, providing high-quality advice and support regarding funding opportunities, program requirements and compliance obligations.
- Coordinate responses to audit, parliamentary, Ministerial and other governance requirements relating to funding programs.
- Contribute to the development and implementation of agency strategies, policies and organisational priorities relating to sport and recreation funding.
- Provide leadership, mentoring and specialist grant management expertise to support capability development within the Funding Services team.
- Maintain a comprehensive understanding of ORSR funding programs, government priorities and emerging issues affecting the sport and recreation sector.

Special Conditions and Essential Requirements

- This role has been classified as a position of trust. The incumbent is subject to a satisfactory general probity check in line with departmental policies and procedures.
- Some out of hours work may be required.
- Some intrastate and interstate travel may be required.

Qualifications / Licences

Essential

Demonstrated experience in the administration of funding programs.

Demonstrated experience and knowledge of the sport and recreation sector.

Person Capabilities

- Strong working knowledge of the South Australian sport and recreation sector.
- Strong working knowledge of contemporary grant management systems and processes.
- Demonstrated ability to use electronic systems and databases including the extraction and manipulation of data sets.
- Highly developed written communication skills including the ability to produce timely and succinct reports and briefings, including recommendations, that reflect critical thinking and persuasive arguments.
- Highly developed research skills and the ability to develop accurate, clear and detailed written reports and provide strategic advice.
- A high level of interpersonal and communication skills in liaison, negotiation and conflict resolution with staff and clients at all levels.



- Highly developed project management skills including demonstrated knowledge of contemporary project management processes and an understanding of relevant government policies.
- Demonstrated ability to act with urgency, accept and expect responsibility, positively support change and risk management initiatives and implement complex solutions within span of assigned functions.
- Proven ability to manage a high volume of complex work and meet competing deadlines.
- Proven skills in developing and maintaining professional networks in a sensitive/political environment.
- Proven ability to work under broad direction, independently or as part of a team, and exercise a significant level of responsibility, decision making, judgement and delegated authority in resolving complex problems.
- Demonstrated ability to support change and risk management initiatives and implement complex solutions.
- Understanding of government policies, practices and procedures relating to grant management and governance requirements.
- Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment, and the legislative requirements of Equal Opportunity and Work Health and Safety legislation.

Corporate Responsibilities

Exhibits behaviours and demonstrates commitment and accountability to:

- Keeping accurate and complete records of business activities in accordance with the State Records Act 1997.
- Maintaining a commitment to the Public Sector Act 2009, Ethical Conduct and the legislative requirements of the Public Sector Act 2009 and Work Health and Safety Act 2012.
- Supporting and advocating Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. In particular, maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other under represented groups.

Delegate Approval

Name

Signature



Date: / /

.....