Role Description

(Non-Manager)

Government of South Australia
Department for Environment and Water

Our purpose – Helping South Australians Conserve, Sustain and Prosper.

Role Title: Grants Project Officer	**Division:** Corporate, Heritage and Climate Action
Classification Level: ASO4	**Branch/Unit:** Planning and Heritage/Heritage SA
CHRIS Position Number: P54669	**Reports to (Title):** Heritage Grants Program Manager

About the Agency – Department for Environment and Water

About the Role

The Grant Project Officer administers external grant funding through the Government Owned Heritage (GOH) Fund and Heritage Grants Program, including supporting assessment panels, government and community owners and managers of State Heritage Places. The role coordinates the management of data for reporting purposes and takes a proactive approach to the development and continuous improvement of reporting systems and procedures through the online grants management system called 'Smarty Grants'.

Key Role Outcomes

- Quality customer service and support is provided to owners and/or managers of State Heritage Places throughout grant application processes and project delivery, ensuring contractual requirements are met.
- Information and database systems of the Unit are supported through coordinating, creating and modifying system data.
- The financial accountability and governance arrangements of government and community grant programs administered by Heritage SA are supported.
- Standard reporting systems and processes are developed, maintained and reviewed proactively within the delivery context.
- Heritage projects or programs are contributed to, including development, implementation and review of Trades Register and Heritage Agreements.

Essential Criteria (including qualifications)

- Has demonstrated experience with grants management procedures, management systems and governance requirements.
- Has sound knowledge of financial budgetary processes, and understands and adheres to legislative and policy financial management and reporting requirements.
- Demonstrated ability towork autonomously and as part of a team, prioritise workloads and allocate time appropriately.
- Demonstrated ability to monitor workload and communicate difficulties to their manager in a timely manner.

- Demonstrated ability to write with the reader in mind, with communication that is aligned with the expected standards and protocols of the organisation.
- Demonstrates strong attention to detail to consistency produce accurate, high quality work.
- Has the ability to recognise and implement continuous improvements to ensure programs are successfully delivered.
- Highly competent in Excel and financial management spreadsheets to track projects and reporting requirements.

Desirable Criteria

- Knowledge of the *Heritage Places Act (SA) 1993* and *Planning Development and Infrastructure Act (2016)* and associated Regulations and Codes is desirable.
- Experience in undertaking procurement processes is desirable.
- Experience with the department's Grant Management System 'Smarty Grants' is desirable.
- A current class "C" driver's licence is desirable.

Key Relationships/Interactions

- Maintains close working relationships with the Heritage SA staff, and procurement and finance staff supporting grant delivery.
- Establishes and maintains effective working relationships with stakeholders including government asset managers, members of assessment panels, and private owners of State Heritage Places.
- DEW managers and employees.

Special Conditions

- May be required to participate in emergency preparedness, response and recovery activities required by government agencies.
- You must be an Australian citizen, permanent resident, or provide evidence that you hold a valid working visa that allows you to work in Australia.
- This role has been identified as a:

  Position of trust ☐ Prescribed position ☐ Not applicable ☒
- May be required to undertake intra or interstate travel, occasional overnight absences, and work outside of the normal hours of work.

Core Competencies	Elements	Behavioural Indicators
• Shapes Strategic Thinking and changes	• Motivating others	• Considers each person as an individual when deciding how to work with them rather than being prescriptive in their approach. • Uses own drive to foster energy and a sense of achievement
	• Thinking and Acting strategically • Leading and Influencing Change	• Can identify and articulate potential issues and implications • Communicates change positively and with commitment.

		• Is comfortable in integrating changes within own area of responsibility.
Achieves Results	• Delivering Effective Outcomes • Assuming Accountability • Making Decisions	• Develops and communicates clear and realistic goals / expected outcomes for projects and tasks. • Shows initiative in moving projects forward and dealing with potential problems. • Looks at information available and analyses key risks and benefits before making a decision. • Knows when to seek further information, clarify issues or involve others in the decision making process.
Drives Business Excellence	• Optimising Performance • Promoting Customer Service	• Works collaboratively with team members to achieve team and individual goals. • Takes considerable effort to understand and respond to the requirements of diverse customers.
Forges Relationships and Engages Others	• Establishing and Maintaining Networks	• Works well with others and is effective in collaborating with colleagues across the Agency. • Builds trust in relationships through maintaining confidentiality and 'following through.'
Exemplifies Personal Drive and Professionalism	• Modelling Public Sector Values • Displaying Flexibility and Resilience	• Displays commitment to the values of the Public Sector and the Code of Ethics. • Is flexible in handling changing priorities. • Presents a positive and composed manner even in stressful situations.

Work Health and Safety

Contribute to workplace safety

- Accepts responsibility for own and other's safety.
- Actively participates in consultation about work, health and safety issues.
- Identifies and reports hazards and identifies risk controls where appropriate.

Corporate Responsibilities

- Demonstrate appropriate and professional workplace behaviours that are in line with the Code of Ethics and the South Australian Public Sector Values.
- Maintain a commitment to Equal Employment Opportunity, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the *Public Sector Act 2009*.
- Exhibit and promote the behaviours in line with *The way we work* outlined in the DEW Corporate Plan.
- Actively participate in the Department's Performance Review and Development Program.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.

- Champion positive behaviours and conduct during all interactions with children and young people and act in accordance with the Child Safe Environment Policy and Procedure at all times.

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