



POSITION DESCRIPTION

Position Name:	Grants and Project Officer
Position Number:	
Department:	Projects and Contracts
Supervisor:	Manager Projects and Contracts
Classification:	Level 7 LGIA Award
Tenure:	Hours of Work: 76 hours per fortnight
Primary Location:	Darwin, Wurrumiyanga, Pirlangimpi, Milikapiti (any of these)

Tiwi Islands Regional Council

The Tiwi islands are located 80km north of Darwin in the beautiful Arafura Sea. There are two islands, Bathurst and Melville with a total land mass of 832sq km. The islands are home to the Tiwi people, who have a strong affiliation with their land, a distinctive culture and language. There are school and medical facilities on the islands, with regular plane, passenger ferry and barge services operation to Darwin.

Position Purpose

This position undertakes a range of activities such as research, analysis, reporting and submissions to support projects, grants, contracts and tenders.

RESPONSIBILITIES

Project Management

- Draft business cases, reports and budgets for projects.
- Contribute to project development and implementation including undertaking research, preparation of project plans, determining resource requirements, reporting and undertaking project evaluations.
- Undertake project evaluation and status reports
- Work collaboratively with external contractors and consultants, to ensure that services are provided in accordance with agreed quality standards, budget and timeframes.
- Prepare a range of project documents as required including briefing notes, business cases, reports, presentations, submissions and responses to requests.

Administration

- Provide data entry support and assist in maintaining the Roads to Recovery portal and spreadsheet
- Support the administration of progress reports to Funding bodies adhering to reporting timelines and requirements
- Support the coordination and response to customer enquiries, media releases relating to Projects
- Ensure accuracy and compliance with relevant legislation and the Council's policies and procedures;

- Ensure tasks are completed and that they are a high quality, accurate and compliant and in accordance with agreed timeframes.
- Manage the Tenders Inbox
- Prepare Requests for Quotation (RFQ)
- Responsible for document control of the Grants and Contract Management material in accordance with Council policy.
- Raise purchase orders in accordance with the Procurement Policy.
- Assist with the tender process.
- Provision of event assistance as required

Compliance

- Prepare reporting to meet legislative compliance
- Prepare quarterly reports for the Local Authority and Council
- Assist with EOFY reporting

Organisational

- Ensure safe work practices and a safe work environment is maintained at all times.
- Comply with Tiwi Islands health and safety policies and procedures.
- Model a positive culture through actions and behaviours.
- Maintain productive working relationships and provide team support.
- Adhere to Council's Code of Conduct, policies and management practices.
- Contribute to the attainment and development of strategic outcomes.

SELECTION CRITERIA:

Essential

- Demonstrated qualifications or extensive experience in office administration or equivalent
- Knowledge of accounting and financial systems and procedures
- Proven experience in the use of MS Office particularly MS Word, MS Excel and MS Outlook.
- Demonstrated experience to effectively plan, organise and manage own time to achieve targets within a set timetable or to meet deadlines.
- Experience with high volume invoicing/purchasing.
- Well-developed communications skills with the ability to build and maintain effective relationships and liaise with individuals at all levels.

Desirable

- Project management qualification or equivalent experience.
- Experience working with project management software e.g. Gantt charts.
- Prior experience or exposure to local government.
- Experience in the building and construction sector.
- Experience delivering services to, working with and living in remote indigenous communities.