

POSITION DESCRIPTION

Grants Officer

This position description describes the scope and skills required of the Grants Officer at Link Health and Community (Link HC). The position description may be subject to periodical reviews.

POSITION:	Grants Officer
DEPARTMENT:	Community Wellbeing & Volunteers
REPORTS TO:	Manager – Health Promotion, Research & Strategy
DIRECT REPORT ACCOUNTABILITY:	N/A

POSITION SUMMARY:

The Grants Officer will work collaboratively with the Health Promotion, Research and Strategy team to support the wider organisation to develop relevant tenders, funding submissions and grant applications in line with our strategic plan. The Grants Officer will manage the online grants portal, analyse data, develop reports for dissemination to the Executive team and build relationships with key funding stakeholders.

POSITION ACCOUNTABILITY:

- Management of the online grants portal
- Identification of relevant funding opportunities.
- Coordinate organisational grant seeking and the continued development of grant management support materials and practices.
- Provide coordination and guidance on the development of operational planning and funding strategies for new and existing programs
- Support managers/teams to prepare funding submissions and tenders.
- Organise pre-tender meetings with relevant staff to ensure model development, deliverables and evaluation tasks are clear, agreed and achievable.
- Coordinate, maintain and track all work contributing to tender development and ensure timelines fit tender lodgement.
- Maintain, create and compile supplementary materials (such as financial reports, required legal documents, relevant news articles, etc.) as needed for proposals/reports
- Ensure tenders and submissions are lodged in a timely manner meeting submission criterion.
- Work collaboratively with external established stakeholders as well as developing partnerships and relationships with potential funders and/or businesses/organisations
- Support managers/teams to develop appropriate project plans and budgets
- Contribute to organisational knowledge relating to new areas of funding

PERFORMANCE MEASURES:

- Assist in identifying activities and strategic projects across the organisation and match them to funding opportunities
- Manage and maintain the online portal of current funding round deadlines and activities
- Conduct research and prepare profiles on key funders and funding opportunities
- Work with relevant managers and teams to develop, prepare and submit funding submissions
- Maintain, create and compile supplementary materials (such as financial reports, required legal documents, relevant news articles, etc.) as needed for proposals/reports
- Contribute to and support Link HC's business development strategy and activities

ORGANISATIONAL CONTEXT

Link HC is a multi-sited community health service, providing a comprehensive range of health and welfare services primarily to people in the East and South-East of Melbourne and Eastern Victoria.

Link HC provides quality services in line with the program aims, funding guidelines and the Vision and Values of Link HC.

VISION

Link Health and Community's vision is healthier people participating in their communities. The underpinning principles in achieving this vision is that Link HC:

- Recognises the health of individuals and the community, is influenced by social and environmental factors as well as individual's access to health services and plans and delivers our services accordingly
- Recognises that client, community and employee engagement in all aspects of our activities are essential for effective governance
- Strives to provide quality services, in a professional, timely manner to clients from culturally and linguistically diverse backgrounds and to clients who are hearing impaired and use sign language as their primary mode of communication
- Link HC is committed to partnering with other organisations to offer integrated health and wellbeing services that are consistent with state-wide health needs and social priorities

VALUES

Link HC organisational values are:

- We **care** for our community and for the people who use our services
- We **listen** to people who need our services and we advocate for our community
- We provide **accessible**, innovative, and high-quality services and programs
- We **partner** with other organisations to ensure the development and delivery of better services
- We are a **sustainable** organisation, financially, socially and environmentally

OCCUPATIONAL HEALTH AND SAFETY

The position holder has a duty to take reasonable care for the health and safety of themselves and others in accordance with Occupational Health & Safety legislation.

QUALITY AND RISK MANAGEMENT

The position holder has a responsibility to Identify continuous quality improvement opportunities; participate in the development of quality procedures and contribute to internal and external program reviews and audits as required.

The position holder will respond to risk management procedures to minimise any major areas of identified risk and to comply with Link HC OH&S Risk Management Plan.

POLICIES AND PROCEDURES

The position holder will uphold and adhere to Link HC's Code of Conduct and policies and procedures.

QUALIFICATIONS AND EXPERIENCE REQUIRED

Essential

- At least 3-4 years' experience in funding submission development and a proven track record in successfully generating funding.
- Excellent verbal and written communication along with sound interpersonal skills; with an ability to communicate sensitively and respectfully with all relevant stakeholders.
- Well-developed understanding of funder motivation and behaviour.
- Excellent time management and organisation skills.
- Level of competency with Microsoft suite software, strong organisational ability and a sharp attention to detail.
- Demonstrated track-record of sound budget development and project planning.
- Self-directed ability to work with minimal supervision and as part of a broader team of staff and volunteers

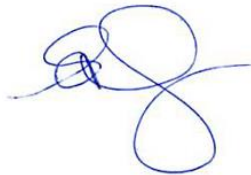
Desirable

- Sound knowledge and awareness of community health principles and relevant health service systems, and an understanding of a wide range of community health services, understanding of the needs, issues, and sensitivities of people from culturally and linguistically different backgrounds (CALD).
- An understanding of principles of confidentiality, and rights and responsibilities of consumers/clients within a community health context as part of the Privacy Act.
- Current Victorian driver licence.

Mandatory Requirements

- Current National police check
- An International police check, if the position holder has worked overseas for a period of 12 months in the last 10 years
- Working with Children check
- Working rights within Australia
- Victorian Driver Licence
- Disclosure of any pre-existing injuries or disease that might prohibit your ability to fulfil the inherent requirements of the role

Approved:



Sally-Ann Nadj
Director – Executive Office

I acknowledge and agree that the above position description is an accurate reflection of the Grants Officer

Signed:

Employee

Name:

Date:

Link HC is committed to living our organisations values and ensuring a safe environment for our staff, people using our services and people visiting our locations. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander peoples, Culturally and Linguistically Diverse backgrounds and the LGBTIQ community to join our workforce. Link HC will adhere to Equal Employment Opportunity and Gender Equity principles. To this end, Link HC will not discriminate on the basis of age, sex, gender identity, sexual orientation, marital status, disability, physical features, Aboriginal and Torres Strait Islander status, cultural background, country of birth, religious beliefs, political beliefs, carer status, pregnancy or breastfeeding.