

## POSITION DESCRIPTION

Position Title: **GRANTS AND PROJECTS OFFICER**

Classification: Social and Community Services Employee - Level 5

Department: Inclusion Designlab

Report to: Manager, Inclusion Designlab

Location: 67 Sutherland Road, Armadale

Issued: 22/10/2022

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I have read, understand, and accept this position description. I agree to notify my supervisor immediately of any change in my capacity to meet the requirements. I also agree to inform my supervisor if any of the following requirements change:

- driver's license status (if applicable)
- NDIS Worker Screening Check
- the capacity to fulfill the inherent requirements of the role

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**Employee's name**

date:    /        /

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**Employee's signature**

date:        /        /

## SALARY

The classification applicable to the position is Level 5 under the Social, Community, Home Care & Disability Services Industry Award 2010.

## POSITION OBJECTIVE

The Grants & Projects Officer performs a key role in coordinating all aspects of the organisation's grant processes and activities. The Officer will also provide support to projects. As part of a small, dynamic team, the Grants & Project Officer will also work closely with the Manager, Inclusion Designlab to produce copy and content for a range of Inclusion Melbourne outputs.

# Our Values

## Integrity

*“To consistently act on sound moral principles”*

**We will act with integrity by:**

- Being respectful
- Doing what we say we'll do and being open about how we do it
- Being honest about what we can and cannot achieve
- Acting in a manner that is deserving of your trust
- Having skilled, competent and professional employees

## Potential

*“The inherent ability or capacity for growth”*

**We will see the potential of all persons by:**

- Believing that everyone has the potential to keep achieving more
- Ensuring that everyone has equal opportunities for development
- Understanding that overcoming obstacles is a necessary part of the journey to success

## Individuality

*“A single person regarded as a unique personality, distinguished from others by special qualities”*

**We will embrace individuality by:**

- Acknowledging uniqueness and accepting differences in a non-judgemental manner
- Using a person-centred approach to meet the unique needs of each person
- Supporting people to make choices that build the lives they want
- Working with people in unique and personalised ways
- Respecting individual and family customs, practices, beliefs, traditions and heritage

## Relationships

*“A significant connection existing between people and communities”*

**We will foster relationships by:**

- Being honest with each other
- Supporting and encouraging each other
- Connecting people with their community and nurturing new relationships
- Working together to solve problems
- Listening to each other to achieve mutual understanding
- Strongly believing that together people create better lives

## KEY RESULT AREA – GRANTS REQUIREMENTS

The Grants and Projects Officer performs a key role in coordinating all aspects of the organisation's grant processes and activities. The Officer will also provide support to projects. As part of a small, dynamic team, the Grants and Projects Officer will work closely with the Manager, Inclusion Designlab to produce copy and content for a range of Inclusion Melbourne outputs.

### Key Responsibilities and Duties

- Identifying relevant grant opportunities that can assist the organisation to achieve its mission and strategic objectives
- Developing high quality, targeted submissions and responses to identified funding opportunities
- Provide regular updates regarding grant applications and opportunities
- Co-ordinate the generation of progress reports and acquittals and any other obligations to funding bodies
- Ensure funders are appropriately recognised by the organisation as per conditions of funding
- Maintain a database with relevant information
- Liaise with the Finance Manager and other relevant managers in the development of project budgets

### Key Performance Indicators (KPIs)

- All relevant opportunities are filtered, assessed and disseminated for further consideration by relevant departments in accordance with their predetermined funding and areas of focus
- Guidelines, submissions and outcome information is stored in relevant funder folders for efficient retrieval
- High quality 'first draft' submissions are available for review by department manager, with sufficient time allowed for further development
- Efficient responses to all requests for updates regarding upcoming and current submission activity, including updating departmental managers and completing grant activity summaries for board reports.
- All reporting timelines and acquittal requirements are recorded and incorporated into the organisation's schedule of alerts and reminders, and high quality progress and final acquittal reports are developed in accordance with funder requirements
- Timely review of regular funding opportunities and referral to relevant department to determine decisions to proceed ('Go'/'No go'), including regular updating of grant tracking tools
- Submissions are managed according to funder requirements and deadlines.
- All submission content and records are well developed, managed and up to date.

## KEY RESULT AREA – PROJECTS

### Key Responsibilities and Duties

- Plan, co-ordinate, and deliver projects according to budget specifications, grant agreements, timelines and partner needs.
- Provide support to projects coordinated by other Inclusion Designlab team members.
- Undertake other administrative tasks and responsibilities as deemed appropriate by the Manager, Inclusion Designlab.

### Key Performance Indicators (KPIs)

- Coordination of project evaluation and statements of acquittal.
- Resource planning and procurement, including formal attainment of assistance from stakeholders, volunteers, other staff and management;
- Project matches the agreed direction and funding requirements;

## KEY RESULT AREA – PROJECTS (Continued)

Key Responsibilities and Duties	Key Performance Indicators (KPIs)
<ul style="list-style-type: none"> <li>Work with Manager, Inclusion Designlab, to support other departmental managers to develop high quality pre-grant project plans.</li> </ul>	<ul style="list-style-type: none"> <li>Preparatory research, design, project briefs, timeline and investigation in accordance with the requirements of the project;</li> <li>Prepare relevant documentation and reports to funders; project briefs; project publications; and project marketing activities;</li> <li>Maintain frequent communication and positive working relationships with internal and external project stakeholders;</li> <li>Develop high quality project plans for each project</li> <li>Coordination and completion of funded projects in accordance with project plans and within established budgets and timeframes</li> <li>Planning, editing and design of resulting materials, including publications, presentations and reports.</li> </ul>

## KEY RESULT AREA – CLIENT SERVICES

Key Responsibilities and Duties	Key Performance Indicators (KPIs)
<ul style="list-style-type: none"> <li>Demonstrates and upholds IM Values</li> </ul>	<ul style="list-style-type: none"> <li>Values of Inclusion Melbourne are incorporated into daily work practices.</li> </ul>
<ul style="list-style-type: none"> <li>Customer Service (Internal &amp; External)</li> </ul>	<ul style="list-style-type: none"> <li>Model and provide excellent customer service to all stakeholders</li> <li>Feedback from all stakeholders is complimentary</li> <li>Low level of complaints from all stakeholders</li> <li>Able to articulate a comprehensive knowledge of all aspects of Inclusion Designlab's services.</li> </ul>
<ul style="list-style-type: none"> <li>Support key business functions of the organisation ensuring a positive public image of Inclusion Designlab &amp; Inclusion Melbourne is presented.</li> </ul>	<ul style="list-style-type: none"> <li>All communication is positive and effective.</li> <li>Positive customer feedback</li> </ul>
<ul style="list-style-type: none"> <li>Ensure effective communications with all stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>Displays a commitment to open communication</li> <li>All correspondence is managed efficiently and effectively</li> </ul>

KEY RESULTS AREA – OUR TEAM	
Key Responsibilities and Duties	Key Performance Indicators (KPIs)
<ul style="list-style-type: none"> <li>Teamwork</li> </ul>	<ul style="list-style-type: none"> <li>Attend and participate in Team meetings and professional development as directed</li> <li>Relevant training, meetings, activities, etc. are attended and there is active participation</li> <li>Contribute to the development of the Inclusion Designlab team ensuring communication is positive and effective</li> <li>Active participation in supervision meetings</li> <li>Feedback is accepted in an open and receptive manner</li> <li>Sets and keeps high standards of teamwork</li> <li>Openly supports &amp; respects diversity within the team</li> <li>Works with team members to assist in planning and in the achievement of team timeline, goals, and outcomes</li> <li>Proactively supports other team members</li> <li>Demonstrate positive initiative and take opportunities to increase skills.</li> </ul>
KEY RESULTS AREA – OTHER	
Key Responsibilities and Duties	Key Performance Indicators (KPIs)
<ul style="list-style-type: none"> <li>Maintain and promote a workplace free from discrimination and harassment of any kind and follow the organisational grievance procedure to report any discriminatory or harassing behaviour</li> </ul>	<ul style="list-style-type: none"> <li>Actively take steps to maintain a workplace free from discrimination and harassment</li> </ul>

## **ORGANISATIONAL RELATIONSHIPS**

<b><u>Reports to:</u></b>	Manager, Inclusion Designlab
<b><u>Supervision:</u></b>	Nil
<b><u>Internal Liaison:</u></b>	All Inclusion Melbourne departments and staff as appropriate
<b><u>External Liaisons:</u></b>	Funding Bodies Government Departments Project partners Other human services providers

## **ACCOUNTABILITY**

The Grants and Project Officer is accountable for all tasks allocated to the role, by the Manager, Inclusion Designlab. Assistance is available when required.

## **EXTENT OF AUTHORITY, JUDGEMENT & DECISION MAKING**

Work outcomes will be collaboratively determined with and supervised by the Manager, Inclusion Designlab. The incumbent may supervise other employees and/or volunteers.

To achieve the duties and responsibilities of the position, the Grants and Projects Officer is expected to:

- Exercise a degree of autonomy within their area of responsibility
- Undertake a variety of tasks of a specialised and/or detailed nature under general direction from the Manager, Inclusion Designlab
- Make decisions and exercise professional judgement in appropriate situations
- Provide specialist technical advice from a grants/projects perspective and make recommendations to the Manager, Inclusion Designlab
- Use initiative to identify, or predict an issue that may arise and assess or think through resolution options using sound problem-solving skills
- Not commit the organisation to any obligations beyond the scope of the duties
- Alert management of any potential issue or crisis
- Exercise judgement and initiative where policies and procedures are not clearly articulated.

## **KEY SELECTION CRITERIA:**

### **Essential:**

- A genuine interest in, and commitment to Inclusion Melbourne's vision, mission, and values of integrity, potential, individuality, and relationships and the organisation's strategic direction
- A relevant degree with relevant experience; or other formal qualifications with specialist skills sufficient to perform the role e.g. experience in submission writing, submission sourcing, pipeline development and planning, project management and communications
- Excellent communication skills, including the ability to write, plan, prepare and deliver submission documents
- Sound knowledge of the disability and philanthropic sectors
- An ability to monitor and interpret grant guidelines and funding agreements
- Proven teamwork skills and the ability to work collaboratively or to undertake independent activities where necessary
- High level of interpersonal skills and demonstrated success in working effectively with a diverse range of people, including philanthropic groups, project partners, community, business, and government stakeholders
- Excellent administrative and organisational skills.

### **Desirable:**

- Bachelor Degree qualification in Marketing, Communications, or Project Management
- Experience in a disability support, community, charitable, or advocacy organisation

## QUALITY AND CONTINUOUS IMPROVEMENT

Inclusion Melbourne adopts a continuous improvement approach in all services provided to external and internal customers, and in all policies, processes, and procedures. All staff members are required to display a commitment to, and to participate in continuous improvement by constantly seeking to introduce efficiencies and economies in the performance of their duties as a contribution to ongoing productivity improvement.

## PRIVACY, SECURITY & CONFIDENTIALITY

Inclusion Melbourne acknowledges and respects the privacy of individuals and adheres to the Privacy Principles of the Health Records Act 2001; the Information Privacy Act 2000; the Commonwealth Privacy Act 1988 and the Australian Privacy Principles. These control the way Inclusion Melbourne collects, stores, uses, and discloses personal information.

Staff will be expected to:

- Ensure information held regarding the people we support, employees and volunteers is stored securely.
- Use or disclose personal information only for the purpose for which it was collected.
- Take reasonable steps to protect personal information from; misuse, loss, and unauthorised access, modification, and disclosure.
- Take reasonable steps to make sure that the personal information collected, used, or disclosed is accurate, complete, and up-to-date.
- Take reasonable steps to destroy or de-identify personal information that is no longer required for the purpose it was held.

Inclusion Melbourne is committed to ensuring that the privacy and confidentiality of all people we support, staff, volunteers, and business information is maintained by all associated with Inclusion Melbourne.

## How you will be measured in your role

All staff are subject to an annual performance appraisal and at other set times during the year. The performance appraisal will be completed in relation to your position description and the delivery of your KPIs (Key Performance Indicators). The responsibilities, duties, and KPIs for your role are defined and listed in your position description. A performance appraisal form is to be completed in collaboration with your manager.

The performance appraisal process has four components:-

- **Part 1 – Key responsibilities & KPIs: to measure competence** in all Key Performance Indicators as required by the role (and identified in the position description)
- **Part 2 – Current agreed action plan:** to identify goals and opportunities for improvement that allow you to fulfill individual and organisational objectives
- **Part 3 – Training & development opportunities undertaken since the last appraisal**
- **Part 4 – Development & training plan for the next twelve months**
- **Part 5 – Employee's overall comments on the session**
- **Part 6 – Supervisor's overall comments on the session**

## GENERAL INFORMATION

### Training & Development

Inclusion Melbourne will provide training internally and externally to encourage employees at all levels to reach their potential. All employees are required to undertake any compulsory training courses offered at Inclusion Melbourne. Staff are also required to show others how the systems under their control operate.

### Occupational Health, Welfare and Safety

The Board and management are totally committed to the development, implementation and maintenance of policies and procedures, which sustain a safe and healthy work environment.

Management recognises its duties and responsibilities under the Occupational Health and Safety Act 2004, and accepts accountability of the management of OHS programs and the resolution of health and safety issues.

All staff shall accept that they have a duty of care to protect not only their own Health and Safety, but also that of their fellow employees, service users, contractors, volunteers and the public. Staff are expected to participate with management in the continual improvement of workplace standards. All staff will assist with injury management initiatives and co-operate with Return to Work programs within the workplace.

### Policies & Procedures

A comprehensive set of policies and procedures are available on Inclusion Melbourne's online quality portal, Document Central. It is expected that all staff familiarise themselves with the organisation's policies and procedures.

### Conditions of Employment

Terms and conditions of employment are in accordance with the Social, Community, Home Care & Disability Industry Award 2010 and the National Employment Standards (NES). A copy of the Award and the NES guidelines are available on Inclusion Melbourne's website. For further information refer to the Conditions of Employment policy.

### Probationary Appointment

In accordance with the provisions of the Fair Work Act and Regulations, a six-month probationary period will apply, to relevant positions.

### Superannuation

Inclusion Melbourne will make superannuation contributions in accordance with its obligations under the Superannuation Guarantee (Administration) Act 1992. Employee contributions are optional. Unless an alternative accredited superannuation fund is nominated on commencement of employment, employees will be required to join Inclusion Melbourne's default superannuation fund.

### Salary Packaging

Participation in Inclusion Melbourne's Salary Packaging and Employee Benefits Program is entirely optional for all employees. Inclusion Melbourne recommends that employees seek independent financial or taxation advice about salary packaging before commencement of packaging arrangements. Copies of salary packaging documentation will be provided to staff at the commencement of their employment, or on request at any time after commencement. For further information please visit the website of our salary packaging provider AccessPay or contact AccessPay directly.

- Phone – 1300 133 697 (8am-6pm ACST Mon-Fri)
- Email – [customerservice@accesspay.com.au](mailto:customerservice@accesspay.com.au)
- Fax – 1300 361 498

### Long Service Leave

Long Service Leave is provided for in the National Employment Standards (NES), the Long Service Leave Act 2018 and Inclusion Melbourne's Conditions of Employment policy.



**Annual Leave**

Annual Leave is provided for in the National Employment Standards (NES) and Inclusion Melbourne’s Conditions of Employment policy.

**Personal/Carer’s Leave & Compassionate Leave**

Personal/carers’ leave and compassionate leave are provided for in the National Employment Standards (NES) and Inclusion Melbourne’s Conditions of Employment policy.

**Ceremonial Leave**

An employee who is legitimately required by indigenous tradition to be absent from work for Aboriginal or Torres Strait Islander ceremonial purposes will be entitled to up to 10 working days unpaid leave in any one year, with the approval of the Chief Executive Officer. Further details refer Inclusion Melbourne’s Conditions of Employment policy.

**Parental Leave**

Parental Leave is provided for in the National Employment Standards (NES) and Inclusion Melbourne’s Parental Leave policy.

**Purchase Additional Leave**

Refer Conditions of Employment policy and the Additional Leave Purchase Employee Information Booklet.

**Designated Breaks**

It is a long established custom and practice of Inclusion Melbourne (and prior to that Gawith Villa) to close for business over the Christmas/New Year period and during designated staff professional development days. Staff are encouraged to take annual leave, leave in advance or leave without pay during the Christmas/New Year two-week period. Staff should discuss specific work requirements with their manager. A calendar will be developed for each business unit and will be distributed to staff each year, identifying dates of service closure and public holidays.

**Termination of Appointment**

Notice of termination is provided for in the NES. The notice of termination required to be given by an employee is the same as that required of an employer except that there is no requirement on the employee to give additional notice based on the age of the employee concerned. If an employee fails to give the required notice the employer may withhold from any monies due to the employee on termination under the award or the NES, an amount in respect of the period of notice required by this clause less any period of notice actually given by the employee.

The period of notice is as follows:

1 year or less	1 week
1 year and up to the completion of 3 years	2 weeks
3 years and up to the completion of 5 years	3 weeks
5 years and over	4 weeks

In addition, employees over 45 years of age at the time of the giving of notice with not less than two years continuous service, are entitled to an additional week’s notice.

**Right to Work in Australia**

You must either be an Australian citizen; or have permanent residence status; or have an appropriate visa issued by the Department of Immigration and Citizenship that entitles you to work in Australia.

**Smoke Free Work Place**

The organisation has a “no smoking” policy in all Inclusion Melbourne buildings. Smoking is also prohibited in organisational vehicles.

### **Safety Screening – NDIS Clearance Check**

All **employees** must provide a NDIS Clearance Check prior to commencement. Employees are responsible for obtaining & renewing the clearance check and for payment of the application fee. An unsatisfactory assessment may result in an applicant not being appointed. An applicant who refuses to obtain a clearance check will not be appointed.

### **Other Employment or Conflict of Interest**

During your employment with Inclusion Melbourne, you must not, without the Chief Executive Officer's prior consent, undertake any appointment, position, work or other employment (whether paid or unpaid), that:

- results in you competing with Inclusion Melbourne
- (e.g. enter into a private arrangement with a family with whom you have come into contact with via Inclusion Melbourne);
- results in you using confidential information (e.g. client contact details) for competitive purpose or personal gain;
- otherwise adversely affects Inclusion Melbourne; or
- affects the performance of your duties to Inclusion Melbourne.

This consent will not be reasonably withheld; Inclusion Melbourne acknowledges that part-time and casual staff are likely to hold positions with multiple employers.

### **Return of Documents & Property**

Upon the termination of your employment with Inclusion Melbourne, or at any time on the request of Inclusion Melbourne, you will immediately deliver up to Inclusion Melbourne, all documents which were prepared by or on behalf of Inclusion Melbourne, or which belong to any client or customer of Inclusion Melbourne, and which are in your care, custody or control and all other property belonging to Inclusion Melbourne.

### **Use of Private Vehicles for Work Related Activities**

Where an employee is authorised to use his/her own vehicle for work related activities, a mileage allowance is paid in accordance with the Award. Persons using their own vehicle for work related purposes are strongly encouraged to take out motor vehicle insurance cover and to inform their insurer of the work-related nature of the vehicle usage.

### **Risk Management**

All staff have a responsibility to understand and observe the Risk Management Policy and related procedures in accordance with training and instruction given, and to report any risk to their immediate supervisor. Risks that affect the organisation may result from property damage, unethical or fraudulent behaviour or illness and injury to people.

### **Equal Opportunity & Diversity**

All appointments will be made in conformance with the spirit and intent of the Equal Opportunity and Anti-Discrimination legislation. Inclusion Melbourne is committed to maintaining a diverse workforce that reflects the diverse needs of the people we support. Inclusion Melbourne is an equal opportunity employer and encourages applications from people with a disability, and from culturally and linguistically diverse backgrounds including Aboriginal and Torres Strait Islanders, and the LGBTIQ community.