

# Role Description

## Grants Officer

<b>Cluster</b>	Education
<b>Agency</b>	Department of Education
<b>Division/Branch/Unit</b>	External Affairs and Regulation, Strategic Resource Management Directorate
<b>Location</b>	Bridge Street, Sydney
<b>Classification/Grade/Band</b>	Clerk Grade 5/6
<b>Kind of Employment</b>	Ongoing
<b>Role Number</b>	214950
<b>ANZSCO Code</b>	551111
<b>PCAT Code</b>	1223332
<b>Date of Approval</b>	May 2019
<b>Agency Website</b>	<a href="http://www.dec.nsw.gov.au">www.dec.nsw.gov.au</a>

### Agency overview

The NSW Department of Education serves the community by leading the provision of world-class education. The department protects young children by regulating preschool and long day care providers. Once children move into school, we provide them with a world-class primary and secondary education. We also work to advance the wellbeing of Aboriginal people.

External Affairs and Regulation strengthens educational and community outcomes by leading strategic reform initiatives, securing national and State funding for education services, distributing funding to non-government schools and to preschool providers, advising on strategic policy in higher education, and promoting high quality standards for early childhood education.

### Primary purpose of the role

The role is responsible for supporting financial management and operation of non-government school funding programs, as well as a range of other grant programs across External Affairs and Regulation.

### Key accountabilities

- Assist in the preparation and monitoring of program funding payments, budgets and forecasts and provide monthly, quarterly and annual financial reporting for the Division and External Affairs and Regulation Directorates
- Develop and effectively communicate advice through the preparation of briefings, correspondence, speeches and other papers using word processing, spreadsheets, PowerPoint and other software for senior officers, the Secretary and the Minister(s).
- Participate in reconciliation activities and identify and report on unusual transactions
- Participate in the preparation of financial reports and training of staff in administration and accounting procedures to support the provision of quality services within budget.
- Undertake office accounting and administrative functions to support the operations across the External Affairs and Regulation including accounts, monies received, office assets and reporting functions.

- Liaise with the Corporate Finance Directorate and other Departmental officers and external providers as appropriate on budget, salary, accounts and administration matters to ensure the External Affairs and Regulation is operating within budget and in accordance with Government policy.
- Deliver high quality customer-focused financial service ensuring responsiveness to the customer's needs as well as seeking to collaborate and maintain relationships with key customers
- Accurately process transactions in accordance with current finance procedures, regulations and policy.
- Use technology to analyse data from multiple sources and prepare clear and concise reports in relation to the interpretation of the data.

## Key challenges

- Working as a team member, managing multiple tasks with competing deadlines, while negotiating with stakeholders and meeting customer expectations.
- Maintaining technical expertise and knowledge of financial management systems, policies and processes in a changing policy environment for education and training at the departmental, state and national level.
- Understanding the technical and procedural aspects of financial transactions, business, processes and transaction processing in the SAP system.

## Key relationships

Who	Why
<b>Internal</b>	
Customers and stakeholders	<ul style="list-style-type: none"> <li>• Supports delivery of high quality customer service in a shared service centre environment</li> <li>• Delivers guidance in resolving technical and or complex matters requiring specialist knowledge or implementation advice</li> </ul>
Team Members	<ul style="list-style-type: none"> <li>• Supports, encourages and mentors team members and colleagues to achieve team goals</li> <li>• Provides performance feedback to direct reports</li> </ul>
Supervisor	<ul style="list-style-type: none"> <li>• Provides regular status reports</li> <li>• Consults regarding the management of sensitive high risk or business critical matters</li> <li>• Receives performance feedback</li> </ul>
<b>External</b>	
Learning Networks/ Communities of Practice	<ul style="list-style-type: none"> <li>• Actively participate in internal and / or external learning opportunities briefing sessions and workshops to keep up to date and to maintain specialist/ technical knowledge.</li> </ul>

## Role dimensions

### Decision making

This role:

- Acts independently in performing its core work functions and makes decisions about workflows to ensure project/program outcomes are met
- Consults with the senior staff and the Manager on matters that are sensitive and/or contentious to agree on a suitable way forward.

### Reporting line

The role reports to Manager, Non-Government Schools Funding.

### Direct reports

The role has no direct reports but works as a member of a team.

### Budget/Expenditure

The role has financial delegations in accordance with the Department's policy.

### Essential requirements

- Relevant qualification in a financial or accounting discipline, or relevant years' experience

### Capabilities for the role



The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

This role also utilises an occupation specific capability set which contains information from the Skills Framework for the Information Age (SFIA). The capability set is available at [www.psc.nsw.gov.au/capabilityframework/ICT](http://www.psc.nsw.gov.au/capabilityframework/ICT)



This role also utilises an occupation specific capability set.

### Capability summary


Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Further information about the NSW Capability Framework can be found at <http://www.psc.nsw.gov.au/Sector-Support/Capability-Framework>. When reviewing a role description staff need to refer to this document to obtain the behavioural indicators/descriptors for the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 <b>Personal Attributes</b>	Display Resilience and Courage	Foundational
	<b>Act with Integrity</b>	<b>Intermediate</b>
	Manage Self	Intermediate
	Value Diversity	Intermediate
 <b>Relationships</b>	<b>Communicate Effectively</b>	<b>Intermediate</b>
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational

## NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
	<b>Deliver Results</b>	<b>Intermediate</b>
	<b>Plan and Prioritise</b>	<b>Foundational</b>
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Intermediate
	<b>Finance</b>	<b>Intermediate</b>
	<b>Technology</b>	<b>Intermediate</b>
	Procurement and Contract Management	Foundational
	Project Management	Foundational

## Occupation / profession specific capabilities

Capability Set	Capability Name	Level
	Financial Strategy, Governance and Risk Management	Level 1
	Financial Accounting & Statutory Reporting	Level 1
	Management Accounting	Level 1
	Finance Operations and Systems	Level 1
	Finance Business Partnering	Level 1

## Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Act with Integrity	Intermediate	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way</li> <li>• Support a culture of integrity and professionalism</li> <li>• Understand and follow legislation, rules, policies, guidelines and codes of conduct</li> <li>• Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct</li> <li>• Recognise and report misconduct, illegal or inappropriate behaviour</li> <li>• Report and manage apparent conflicts of interest</li> </ul>
<b>Relationships</b>	Intermediate	<ul style="list-style-type: none"> <li>• Focus in key points and speak in 'Plain English'</li> <li>• Clearly explain and present ideas and arguments</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Communicate Effectively		<ul style="list-style-type: none"> <li>• Listen to others when they are speaking and ask appropriate, respectful questions</li> <li>• Monitor own and others' non-verbal cues and adapt where necessary</li> <li>• Prepare written material that is well structured and easy to follow by the intended audience</li> <li>• Communicate routine technical information clearly</li> </ul>
<b>Results</b> Deliver Results	Intermediate	<ul style="list-style-type: none"> <li>• Complete work tasks to agreed budgets, timeframes and standards</li> <li>• Take the initiative to progress and deliver own and team/unit work</li> <li>• Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals</li> <li>• Seek and apply specialist advice when required</li> </ul>
<b>Results</b> Plan and Prioritise	Foundational	<ul style="list-style-type: none"> <li>• Plan and coordinate allocated activities</li> <li>• Re-prioritise own work activities on a regular basis to achieve set goals</li> <li>• Contribute to the development of team work plans and goal setting</li> <li>• Understand team objectives and how own work relates to achieving these</li> </ul>
<b>Business Enablers</b> Finance	Intermediate	<ul style="list-style-type: none"> <li>• Understand basic financial terminology, policies and processes, including the difference between recurrent and capital spending</li> <li>• Take account of financial and budget implications, including value for money in planning decisions</li> <li>• Present basic financial information to a target audience in an appropriate format</li> <li>• Understand financial audit, reporting and compliance obligations and the actions needed to satisfy them</li> <li>• Display an awareness of financial risk and exposure and solutions to address these</li> </ul>
<b>Business Enablers</b> Technology	Intermediate	<ul style="list-style-type: none"> <li>• Apply computer applications that enable performance of more complex tasks</li> <li>• Apply practical skills in the use of relevant technology</li> <li>• Make effective use of records, information and knowledge management functions and systems</li> <li>• Understand and comply with information and communications security and acceptable use policies</li> <li>• Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies</li> </ul>