

Role Description

Manager Regional Grants



Regional
NSW

Cluster	Regional NSW
Agency	Department of Regional NSW
Division/Branch/Unit	Regional Development and Programs
Location	Various
Classification/Grade/Band	Clerk Grade 11/12
ANZSCO Code	132111
PCAT Code	1119192
Date of Approval	May 2020
Agency Website	www.drnsw.nsw.gov.au

Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department is responsible for building resilient regional economies and communities, strengthening primary industries, managing the use of regional land, overseeing the state's mineral and mining resources and ensuring government investment in regional NSW is fair and delivers positive outcomes for local communities and businesses.

Regional Development and Programs are the NSW Government's eyes and ears on the ground for regional development and infrastructure delivery, providing multi-agency coordination, program and grant funding, community planning and coordination, and emergency response delivery.

Regional Development and Programs plays a crucial leadership and community-facing role to support improved outcomes in economic development and community wellbeing for regional NSW. Our Regional Development branch contributes to the RDP priorities by facilitating business and industry growth and diversification to increase employment and training opportunities. We support economies in transition and work with critical stakeholders to increase service accessibility and improve the quality of life for regional NSW. Our coordination expertise enables the delivery of social outcomes, and as trusted advisors, we inform decision making and government intervention activities.

Primary purpose of the role

Establish and manage an effective regional grants administration team that oversees contracting, risk assessment, payments and compliance monitoring across a broad range of programs. Develop and implement operational policies, procedures, systems, governance and risk minimisation strategies to ensure the transparent administration of regional grants funding to applicants. The role is also responsible for devising strategies for reform and process improvement to maximise efficiencies, ensure compliance and support the State Government's economic and regional development objectives.

Key accountabilities

- Establish and lead a team in the administration of regional infrastructure and community program grants, providing expert advice with regard to the effective management and allocation of grants funding to applicants.
- Develop and implement business policy, processes and systems to support transparent financial analysis and management reporting, budgeting and forecasting of funds under the administration of regional grants, ensuring compliance with relevant legal, professional and ethical standards.
- Prepare and monitor program budgets to streamline grants administration processes and ensure robust program-level financial reporting.
- Establish and embed good governance and risk management practices within grant management process.
- Ensure auditing activities are consistent with best practice and that recommended corrective actions identified in risk analysis and auditing activities are implemented within the established framework.
- Build and maintain working partnerships with key industry stakeholders to secure their involvement and support and identify and facilitate the implementation of targeted grants programs.
- Embed and foster a culture of continuous improvement in the team, actively encouraging and mentoring staff in formulating and building grant funding mechanisms for applicants.

Key challenges

- Maintaining collaborative relationships with and influencing partner teams across the Department to ensure compliance with frameworks for grants management.
- Keeping abreast of the various existing and emerging grant program issues and legislative changes.
- Being an agent of change providing innovative solutions on complex issues.

Key relationships

Who	Why
Internal	
Executive Director	<ul style="list-style-type: none">• Share information, liaise, consult and coordinate grant fund activities and projects.• Provide expert advice on the governance, performance and management of regional grants.
Director Grant Management Evaluation & Reporting	<ul style="list-style-type: none">• Share information, liaise, consult and coordinate grant fund activities and projects.• Provide expert advice on the governance, performance and management of the regional and community grants.
Direct reports	<ul style="list-style-type: none">• Manage, coordinate work activities and provide advice.
Other departmental staff	<ul style="list-style-type: none">• Collaborate closely on strategy development, project development, submission of briefs and advice, and management of significant projects and/or issues.
External	
Key industry stakeholders	<ul style="list-style-type: none">• Analyse stakeholder needs, provide advice and monitor progress.
Other State Government agencies	<ul style="list-style-type: none">• Monitor compliance and ensure open communication and monitoring of financial obligations.
Consultants/contractors	<ul style="list-style-type: none">• Evaluate programs and grants.

Role dimensions

Decision making

Decisions which are made by this role are:

- Allocates tasks and functions to team and provides guidance on operational aspects of work, monitors work outputs and evaluates performance against indicators and targets.
- Recommends frameworks, policies and strategies for management of grants.
- Provides advice and recommendations, both internally and externally, on relevant policy and strategy issues to the executive and relevant managers.

Decisions which are referred to the Director include any changes to project outcomes or timeframes, issues with the potential to escalate or create precedent, matters requiring a higher administrative or financial delegation or submission to a higher level of management.

Reporting line

Director, grant Management, Evaluation & Reporting

Direct reports

Number of staff reporting directly: up to 12

Budget/Expenditure

Financial Delegation: Expenditure limit \$250,000

Administrative Delegation: TBA

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.



The capabilities are separated into **focus capabilities** and **complementary capabilities**.

Focus capabilities


Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
<div> Personal Attributes</div>	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none">• Represent the organisation in an honest, ethical and professional way and encourage others to do so• Act professionally and support a culture of integrity• Identify and explain ethical issues and set an example for others to follow• Ensure that others are aware of and understand the legislation and policy framework within which they operate• Act to prevent and report misconduct and illegal and inappropriate behaviour	Adept
<div> Relationships</div>	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none">• Promote a customer-focused culture in the organisation and consider new ways of working to improve customer experience• Ensure systems are in place to capture customer service insights to improve services• Initiate and develop partnerships with customers to define and evaluate service performance outcomes• Promote and manage alliances within the organisation and across the public, private and community sectors• Liaise with senior stakeholders on key issues and provide expert and influential advice• Identify and incorporate the interests and needs of customers in business process design and encourage new ideas and innovative approaches• Ensure that the organisation's systems, processes, policies and programs respond to customer needs	Advanced


FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> • Seek and apply the expertise of key individuals to achieve organisational outcomes • Drive a culture of achievement and acknowledge input from others • Determine how outcomes will be measured and guide others on evaluation methods • Investigate and create opportunities to enhance the achievement of organisational objectives • Make sure others understand that on-time and on-budget results are required and how overall success is defined • Control business unit output to ensure government outcomes are achieved within budgets • Progress organisational priorities and ensure that resources are acquired and used effectively 	Advanced
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> • Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience • Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience • Seek contributions and ideas from people with diverse backgrounds and experience • Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness 	Adept

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> Assess work outcomes and identify and share learnings to inform future actions Ensure that own actions and those of others are focused on achieving organisational outcomes Exercise delegations responsibly Understand and apply high standards of financial probity with public monies and other resources Identify and implement safe work practices, taking a systematic risk management approach to ensure own and others' health and safety Conduct and report on quality control audits Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks 	Adept
 Business Enablers	Finance Understand and apply financial processes to achieve value for money and minimise financial risk	<ul style="list-style-type: none"> Apply a thorough understanding of recurrent and capital financial terminology, policies and processes to planning, forecasting and budget preparation and management Identify and analyse trends, review data and evaluate business options to ensure business cases are financially sound Assess relative cost benefits of various purchasing options Promote the role of sound financial management and its impact on organisational effectiveness Obtain specialist financial advice when reviewing and evaluating finance systems and processes Respond to financial and risk management audit outcomes, addressing areas of non-compliance in a timely manner 	Advanced
	Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance	<ul style="list-style-type: none"> Apply legal, policy and organisational guidelines and procedures relating to procurement and contract management Develop well-written, well-structured procurement documentation that clearly sets out the business requirements Monitor procurement and contract management processes to ensure they are open, transparent and competitive Be aware of procurement and contract management risks, and actions to manage or mitigate risk in monitoring contract performance Evaluate tenders and select providers in an objective and rigorous way, in line with established guidelines and principles Escalate procurement and contract management issues, where required 	Adept

FOCUS CAPABILITIES






Capability group/sets	Capability name	Behavioural indicators	Level
	Project Management Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> Understand all components of the project management process, including the need to consider change management to realise business benefits Prepare clear project proposals and accurate estimates of required costs and resources Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements Identify and evaluate risks associated with the project and develop mitigation strategies Identify and consult stakeholders to inform the project strategy Communicate the project's objectives and its expected benefits Monitor the completion of project milestones against goals and take necessary action Evaluate progress and identify improvements to inform future projects 	Adept
 People Management	Manage and Develop People Engage and motivate staff, and develop capability and potential in others	<ul style="list-style-type: none"> Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes Adjust performance development processes to meet the diverse abilities and needs of individuals and teams Develop work plans that consider capability, strengths and opportunities for development Be aware of the influences of bias when managing team members Seek feedback on own management capabilities and develop strategies to address any gaps Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way Monitor and report on team performance in line with established performance development frameworks 	Adept

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Foundational
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
	Work Collaboratively	Collaborate with others and value their contribution	Advanced
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
 Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
 People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Adept
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Adept
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate