

# Role Description

## Team Leader, Grants



Regional  
NSW

Cluster	Regional NSW
Department	Department of Regional NSW
Division/Branch/Unit	Regional Development and Programs/Regional Programs
Location	Various
Classification/Grade/Band	Clerk Grade 9/10
Role Family	Bespoke/Projects & Programs/Deliver
ANZSCO Code	511112
PCAT Code	3139192
Date of Approval	November 2018 (updated Jan 2022)
Agency Website	<a href="http://www.drnsw.nsw.gov.au">www.drnsw.nsw.gov.au</a>

### Agency overview

The Department of Regional NSW (DRNSW) 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.

Our Regional Programs and Regional Recovery branches coordinate and deliver sector excellence and leadership in grants design, administration, evaluation and program assurance to support social and economic outcomes for regional NSW, while also enabling people, businesses and communities to recover from disasters including flood, bushfire, COVID-19 and drought. The Regional Recovery branch includes the Office for Regional Youth and provides support to the Minister for Regional Youth and coordinates critical Regional Youth Task Force activities.

### Primary purpose of the role

Coordinate and facilitate the grants process across multiple funding programs. Assist in the development and implementation of policies, strategies and standards for the management, governance and administration of grants.

### Key accountabilities

- Manage and administer regional disaster recovery, economic stimulus and community grants programs, ensuring compliance with program guidelines and governance standards
- Provide specialist advice, information and guidance to support the efficient and compliant management of grants and advise senior management on potential governance, compliance and risk issues
- Contribute to the development and implementation of appropriate governance and risk frameworks, performance measures, reporting standards and assessment tools, and systems to track, monitor and report on identified project milestones and deliverables to ensure effective governance of new projects from inception to completion

- Undertake post program reviews to monitor and evaluate the effectiveness of programs and services, examine timelines, budget compliance, cost/benefit of identified outcomes, communicate lessons learnt and recommend remedial actions for improving programs, services and other initiatives
- Establish and maintain effective working relationships and networks with other Government agencies and representatives of key industry stakeholders to ensure an integrated approach to managing grants
- Plan, develop and deliver activities and projects as required to promote and administer grants
- Prepare informed and accurate briefings and correspondence to senior management in response to often sensitive regional issues.

## Key challenges

- Managing competing priorities, having involvement in a range of projects and initiatives, and meeting requests for advice and assistance to ensure outcomes are achieved and the needs of clients and stakeholders are met.
- Maintaining a flexible approach to providing assistance to meet the needs of clients while balancing this with the responsible use of government funds.
- Keeping abreast of the various existing and emerging grant program issues and legislative changes.

## Key relationships

Who	Why
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Share information, liaise, consult and coordinate grant assessment and administration activities and projects.</li> <li>• Provide advice on the governance, performance and management of grant programs.</li> </ul>
Team Members	<ul style="list-style-type: none"> <li>• Guide, support, coach and mentor team members.</li> <li>• Work collaboratively to contribute to achieving team outcomes</li> </ul>
<b>External</b>	
Key Industry Stakeholders	<ul style="list-style-type: none"> <li>• Analyse stakeholder needs, provide advice and monitor progress</li> </ul>
Other State Government Agencies	<ul style="list-style-type: none"> <li>• Monitor compliance and ensure open communication and monitoring of financial obligations.</li> </ul>
Consultants and Contractors	<ul style="list-style-type: none"> <li>• Support the evaluation of programs and grants.</li> </ul>

## Role dimensions

### Decision making

Decisions which are made by this role include:

- Determines own workload and priorities in consultation with the Manager
- Sets own priorities for work consistent with project deadlines and agreed timeframes for the contracting and management of grants
- Exercises discretion in providing advice, and in response to client enquiries
- Undertakes initial analysis of issues and prepares recommendations for consideration by the Manager, Regional Grants
- Decisions which are referred to a supervisor 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

Manager

## Direct reports

TBC

## Budget/Expenditure

Nil

## 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
	<b>Act with Integrity</b>  Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"><li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so</li><li>• Act professionally and support a culture of integrity</li><li>• Identify and explain ethical issues and set an example for others to follow</li><li>• Ensure that others are aware of and understand the legislation and policy framework within which they operate</li><li>• Act to prevent and report misconduct and illegal and inappropriate behaviour</li></ul>	Adept

	<b>Commit to Customer Service</b>	<ul style="list-style-type: none"> <li>Promote a customer-focused culture in the organisation and consider new ways of working to improve customer experience</li> <li>Ensure systems are in place to capture customer service insights to improve services</li> <li>Initiate and develop partnerships with customers to define and evaluate service performance outcomes</li> <li>Promote and manage alliances within the organisation and across the public, private and community sectors</li> <li>Liaise with senior stakeholders on key issues and provide expert and influential advice</li> <li>Identify and incorporate the interests and needs of customers in business process design and encourage new ideas and innovative approaches</li> <li>Ensure that the organisation's systems, processes, policies and programs respond to customer needs</li> </ul>	Advanced
	<b>Work Collaboratively</b>	<ul style="list-style-type: none"> <li>Build a supportive and cooperative team environment</li> <li>Share information and learning across teams</li> <li>Acknowledge outcomes that were achieved by effective collaboration</li> <li>Engage other teams and units to share information and jointly solve issues and problems</li> <li>Support others in challenging situations</li> <li>Use collaboration tools, including digital technologies, to work with others</li> </ul>	Intermediate


	<b>Think and Solve Problems</b>  Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> <li>• Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence</li> <li>• Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience</li> <li>• Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience</li> <li>• Seek contributions and ideas from people with diverse backgrounds and experience</li> <li>• Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness</li> <li>• Identify and share business process improvements to enhance effectiveness</li> </ul>	Adept
	<b>Demonstrate Accountability</b>  Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> <li>• Assess work outcomes and identify and share learnings to inform future actions</li> <li>• Ensure that own actions and those of others are focused on achieving organisational outcomes</li> <li>• Exercise delegations responsibly</li> <li>• Understand and apply high standards of financial probity with public monies and other resources</li> <li>• Identify and implement safe work practices, taking a systematic risk management approach to ensure own and others' health and safety</li> <li>• Conduct and report on quality control audits</li> <li>• Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks</li> </ul>	Adept
	<b>Finance</b>  Understand and apply financial processes to achieve value for money and minimise financial risk	<ul style="list-style-type: none"> <li>• Understand core financial terminology, policies and processes, and display knowledge of relevant recurrent and capital financial measures</li> <li>• Understand the impacts of funding allocations on business planning and budgets</li> <li>• Identify discrepancies or variances in financial and budget reports, and take corrective action</li> <li>• Know when to seek specialist advice and support and establish the relevant relationships</li> <li>• Make decisions and prepare business cases, paying due regard to financial considerations</li> </ul>	Adept

	<b>Project Management</b>  Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> <li>• Understand all components of the project management process, including the need to consider change management to realise business benefits</li> <li>• Prepare clear project proposals and accurate estimates of required costs and resources</li> <li>• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>• Identify and evaluate risks associated with the project and develop mitigation strategies</li> <li>• Identify and consult stakeholders to inform the project strategy</li> <li>• Communicate the project's objectives and its expected benefits</li> <li>• Monitor the completion of project milestones against goals and take necessary action</li> <li>• Evaluate progress and identify improvements to inform future projects</li> </ul>	Adept
	<b>Optimise Business Outcomes</b>  Manage people and resources effectively to achieve public value	<ul style="list-style-type: none"> <li>• Initiate and develop longer-term goals and plans to guide the work of the team in line with organisational objectives</li> <li>• Allocate resources to ensure the achievement of business outcomes and contribute to wider workforce planning</li> <li>• When planning resources, implement processes that encourage the attraction and retention of people of diverse cultures, backgrounds and experiences</li> <li>• Ensure that team members base their decisions on a sound understanding of business and risk management principles, applied in a public sector context</li> <li>• Monitor performance against standards and take timely corrective actions</li> <li>• Keep others informed about progress and performance outcomes</li> </ul>	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.

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	Intermediate
 Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
 Personal Attributes	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
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	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	Adept
 Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
 People Management	Manage and Develop People	Engage and motivate staff, and develop capability and potential in others	Intermediate
 People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Intermediate
 People Management	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate