

Role Description

Grants Officer



Cluster	Stronger Communities
Agency	Office of Sport
Division/Branch/Unit	Office of Chief Executive / Executive and Ministerial
Role number	51000154, 51000155
Classification/Grade/Band	Clerk Grade 5/6
Senior executive work level standards	Not Applicable
ANZSCO Code	511112
PCAT Code	3119192
Date of Approval	07 September 2021
Agency Website	www.sport.nsw.gov.au

Agency overview

The Office of Sport is the lead NSW Government agency for sport and active recreation.

With a vision of sport and active recreation creating healthier people, connecting communities and making a stronger NSW, we provide the people of NSW with the leadership, policies, programs, funding and infrastructure necessary to maximise the social, health and economic benefits realised through this valued sector.

Our work is spread across NSW, with ten Sport and Recreation Centres, five Olympic Sport Venues and offices throughout the state.

Primary purpose of the role

The Grants Officer provides advice and administrative support on a wide range of issues relating to grant and funding policies, processes and procedures.

Key accountabilities

- Contribute to a range of projects, programs, and other initiatives to support the sport and active recreation sector.
- Provide advice and information to grant applicants and other external stakeholders on the funding processes, guidelines, and relevant policies and procedures.
- Undertake a range of administrative tasks that support the efficient and compliant management of grants administered, including maintaining system records.
- Undertake research activities, source and collate information and contribute to the preparation of reports, presentations, briefings, and other correspondence for management.
- Resolve grant recipient issues relating to lodgement issues, contractual arrangements and grant cycles.
- Undertake a quality assurance review on all documentation to ensure compliance with Public and Finance and Audit requirements and raise any non-compliance issues with the officers responsible.

Key challenges

- Consistently and accurately assess and support the administration of effective grants funding in an environment with a high volume and variety of tasks, competing priorities and tight deadlines.
- Dealing effectively and professionally with key stakeholders whilst managing their expectations and balancing competing priorities and minimising any conflicts of interest

Key relationships

Who	Why
Internal	
Team Leader	<ul style="list-style-type: none">• Escalate issues and provide updates
Grants team	<ul style="list-style-type: none">• Participate in meetings, share information and provide input on issues
Clients/Customers	<ul style="list-style-type: none">• Respond to queries, identify needs, communicate services and redirect, escalate or resolve issues
External	
Grant applicants/recipients	<ul style="list-style-type: none">• Respond to queries, identify needs, communicate services and redirect, escalate or resolve issues
External Stakeholders (e.g. State Sporting Organisations, Government agencies)	<ul style="list-style-type: none">• Provide support and advice on current grant programs

Role dimensions

Decision making

The Grants Officer provides advice and support on grant and funding policies procedures and is required to make decisions on prioritising own workload and determining the time criticality of issues for action.

Decisions on matters outside the Grants Officer's accountabilities and on issues that are contentious or sensitive and may impact on the reputation of the Agency are escalated to the Team Leader Sport Grants.

Reporting line

Team Leader Sport Grants

Direct reports

Nil

Budget/Expenditure

As per the financial delegations

Essential requirements

National Criminal Records Check

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
 Personal Attributes	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
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> • Adapt existing skills to new situations • Show commitment to achieving work goals • Show awareness of own strengths and areas for growth, and develop and apply new skills • Seek feedback from colleagues and stakeholders • Stay motivated when tasks become difficult 	Intermediate
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> • Focus on key points and speak in plain English • Clearly explain and present ideas and arguments • Listen to others to gain an understanding and ask appropriate, respectful questions • Promote the use of inclusive language and assist others to adjust where necessary • Monitor own and others' non-verbal cues and adapt where necessary • Write and prepare material that is well structured and easy to follow • Communicate routine technical information clearly 	Intermediate




	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> • Focus on providing a positive customer experience • Support a customer-focused culture in the organisation • Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers • Identify and respond quickly to customer needs • Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Cooperate across work areas to improve outcomes for customers 	Intermediate
	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> • Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes • Make sure staff understand expected goals and acknowledge staff success in achieving these • Identify resource needs and ensure goals are achieved within set budgets and deadlines • Use business data to evaluate outcomes and inform continuous improvement • Identify priorities that need to change and ensure the allocation of resources meets new business needs • Ensure that the financial implications of changed priorities are explicit and budgeted for 	Adept
	Finance Understand and apply financial processes to achieve value for money and minimise financial risk	<ul style="list-style-type: none"> • Understand basic financial terminology, policies and processes, including the difference between recurrent and capital spending • Consider financial implications and value for money in making recommendations and decisions • Understand how financial decisions impact the overall financial position • Understand and act on financial audit, reporting and compliance obligations • Display an awareness of financial risk, reputational risk and exposure, and propose solutions to address these 	Intermediate

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	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Foundational
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective planning, coordination and control methods	Foundational