

Role Description

Grants Advisor

Role Description Fields	Details
Cluster	Department of Primary Industries and Regional Development
Department/Agency	Department of Primary Industries and Regional Development
Division/Branch/Unit	Enabling Services / Grants Lending and Data Integrity
Classification/Grade/Band	Clerk Grade 7/8
ANZSCO Code	511112
PCAT Code	1119192
Date of Approval	01 July 2024 (updated from July 2023)
Agency Website	www.dpird.nsw.gov.au

Agency overview

The Department of Primary Industries and Regional Development (DPIRD) is the department dedicated to growing primary industries and supporting regional economic development to deliver long term benefits to the state.

Our focus is to protect, support and develop our primary industries, mining sector, and regions. DPIRD brings together Agriculture and Biosecurity; Forestry and Fishing; Local Land Services; NSW Resources; Regional Development and Delivery; the Regional Growth NSW Development Corporation; NSW Public Works and Soil Conservation Service.

We have nearly 5,000 employees, with almost 80 per cent of us living and working in regional NSW.

Primary purpose of the role

Facilitate and coordinate the grants process and the development and implementation of policies, strategies and standards for the management, governance and administration of grants.

Key accountabilities

- Provide a customer facing advisory service, providing information and guidance to grants recipients, contributing to the efficient and compliant management of grants administered by the Department.
- Coordinate and undertake various grant administration tasks such as contracting, acquittals, variations and performance monitoring across multiple grant programs.
- Prepare funding and variation deeds and assess acquittal and variation requests; providing recommendations regarding acceptability for approval by the relevant delegate. Work collaboratively with stakeholders to gather further information where required.
- Co-ordinate and contribute to grants administration policies, projects and activities that support the efficient operation of the Grants Management Office.
- Implement assessment and review processes and contribute to the continual improvement to processes and systems that support a transparent, effective and efficient grants assessment process.
- Draft Departmental correspondence, Ministerial briefing notes, to ensure the provision of quality and timely information.
- Liaise with contractors/consultants to ensure high quality service delivery.

- Provide input to the development and implementation of departmental program evaluations to enable the effective evaluation and assessment of grants.

Key challenges

- Providing sound advice regarding grant management processes and evidentiary requirements, to balance the needs of the recipient with the responsible use of government funds
- Managing a high volume of enquiries from recipients with varied skills and knowledge in grant management and working in an online environment.

Key relationships

Who	Why
Internal	
Manager Regional Grants	<ul style="list-style-type: none"> • Share information, liaise, consult and coordinate activities and projects. • Provide advice on the governance, performance and management of grant programs
Team Members	<ul style="list-style-type: none"> • Work collaboratively to contribute to achieving team outcomes
External	
Key industry stakeholders	<ul style="list-style-type: none"> • Monitor compliance and ensure open communication and monitoring of financial obligations
Consultants and contractors	<ul style="list-style-type: none"> • Liaise with contractors and consultants to monitor contract deliverables against identified contract indicators.

Role dimensions

Decision making

- Provides advice to staff in relation to grant administration processes and operations
- Sets priorities for the day-to-day work of the position to ensure effective ongoing management of multiple grants programs
- Makes recommendations to the Manager, Regional Grants in relation to grant administration operations, performance and risk
- Consults with the Manager, Regional Grants in determining the overall approach required for projects, priorities and timeframes

Reporting line

Manager Regional Grants

Direct reports

Nil

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.

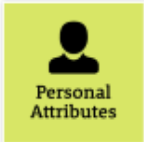
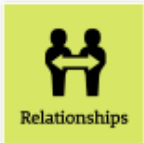
The capabilities are separated into focus capabilities and complementary capabilities

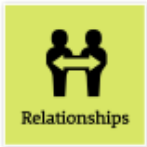
Focus capabilities

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
	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
	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



Work Collaboratively

Collaborate with others and value their contribution

- Build a supportive and cooperative team environment
- Share information and learning across teams
- Acknowledge outcomes that were achieved by effective collaboration
- Engage other teams and units to share information and jointly solve issues and problems
- Support others in challenging situations
- Use collaboration tools, including digital technologies, to work with others

Intermediate



Deliver Results

Achieve results through the efficient use of resources and a commitment to quality outcomes

- Seek and apply specialist advice when required
- Complete work tasks within set budgets, timeframes and standards
- Take the initiative to progress and deliver own work and that of the team or unit
- Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals
- Identify any barriers to achieving results and resolve these where possible
- Proactively change or adjust plans when needed

Intermediate



Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

- Identify the facts and type of data needed to understand a problem or explore an opportunity
- Research and analyse information to make recommendations based on relevant evidence
- Identify issues that may hinder the completion of tasks and find appropriate solutions
- Be willing to seek input from others and share own ideas to achieve best outcomes
- Generate ideas and identify ways to improve systems and processes to meet user needs

Intermediate



Demonstrate Accountability

Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines

- Be proactive in taking responsibility and being accountable for own actions
- Understand delegations and act within authority levels
- Identify and follow safe work practices, and be vigilant about own and others' application of these practices
- Be aware of risks and act on or escalate risks, as appropriate
- Use financial and other resources responsibly

Intermediate



Finance

Understand and apply financial processes to achieve value for money and minimise financial risk

- 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



Project Management

Understand and apply effective planning, coordination and control methods






- Perform basic research and analysis to inform and support the achievement of project deliverables
- Contribute to developing project documentation and resource estimates
- Contribute to reviews of progress, outcomes and future improvements
- Identify and escalate possible variances from project plans




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.

Capability group/sets	Capability name	Description	Level
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate

	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	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