

Position Description

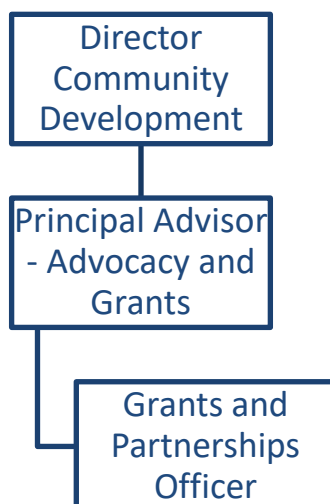
Position Title:	Grants and Partnerships Officer
Position No:	3090
Position classification:	Level 5
Status:	Temporary Part Time
Position revised on:	11/06/2026
Directorate:	Community Development
Business unit:	Advocacy and Grants
Service area:	Advocacy and Grants
Location:	City of Melville Civic Centre
Reports to:	Principal Advisor – Advocacy and Grants
Reporting line:	Nil.

Primary Purpose

Coordinate the administration and implementation of the City's Community Grants and Sponsorship Program, ensuring funding initiatives align with the City's strategic priorities and are delivered in accordance with established policies, procedures, and best-practice administrative standards.

Support the identification and coordination of external funding opportunities and partnerships aligned with the City's strategic priorities, while assisting the organisation to apply for and manage grants in accordance with reporting and financial management requirements.

Structure



Principle Accountabilities

Grants and Sponsorships

- Provide administrative support for the City's Community Grants and Sponsorship Program, including processing applications, documentation and correspondence in accordance with established policies and procedures.
- Coordinate and maintain accurate grant and funding records, ensuring compliance with legislative, policy and audit requirements.
- Prepare and coordinate funding documentation, reports, correspondence and acquittal materials, ensuring accuracy, compliance and alignment with City requirements.
- Coordinate day-to-day grants and sponsorship workflows, monitoring progress to ensure timelines, compliance requirements and documentation standards are met.
- Identify and resolve routine administrative issues within established procedures, escalating complex matters to senior officers as required.

External Funding

- Provide administrative support for external grant applications, including formatting, documentation collation and submission assistance.
- Maintain the centralised grants register, ensuring accurate and timely updates of funding opportunities, applications and agreements.
- Prepare standard funding agreement documentation, acquittal templates and reporting materials for externally funded projects.
- Monitor external funding administration tasks to ensure deadlines, submission requirements and records are maintained accurately.
- Identify inconsistencies or missing information in external funding documentation and proactively follow up with relevant internal stakeholders.

Systems and Records Management

- Maintain and update the City's grants and funding administration systems, ensuring accurate data entry and integrity of records.
- Undertake routine system maintenance tasks, including updating records, correcting errors and ensuring data consistency across platforms.
- Support system testing, updates and improvements, including providing feedback on usability and process efficiency.
- Generate standard reports and data extracts from grants systems to support monitoring, reporting and decision-making.
- Identify opportunities to improve data quality, workflow efficiency and system usage, and escalate suggestions for enhancement.

General Administration

- Provide general administrative support to the Advocacy and Grants service area, ensuring efficient day-to-day operations.
- Respond to internal and external enquiries regarding grants processes and applications, providing accurate information within established guidelines.

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- Provide guidance and advice to internal stakeholders regarding grants processes, funding requirements, acquittals and documentation standards.
- Contribute to continuous improvement by identifying administrative efficiencies and suggesting improvements to processes and templates.
- Proactively review and maintain applicable City of Melville website pages to ensure accurate and current information, in compliance with City standards and schedule.

Position Specifics

Essential Requirements

- Current National Police Clearance or willingness to obtain one.
- Tertiary qualification in a relevant field and/or demonstrated administrative experience in grants, funding programs or a related area.
- Experience providing administrative support in the coordination, processing and documentation of grants, sponsorships or similar programs, preferably within a local government or public sector environment.
- Strong organisational and time management skills, with the ability to manage competing priorities and meet deadlines in a structured work environment.
- Well-developed written and verbal communication skills, with the ability to liaise professionally with internal stakeholders and respond to general enquiries.
- Sound attention to detail and data accuracy skills, with the ability to maintain records, documentation and compliance requirements.
- Experience in administrative and financial support tasks including data entry, processing payments, maintaining registers, and supporting reporting or acquittal processes.
- Proficiency in Microsoft Office Suite and experience using administrative or grants management systems (or ability to quickly acquire system knowledge).

Desirable Requirements

- Experience using grants or funding administration systems.
- Understanding of community grants processes or public sector funding environments.
- Experience working within local government or a similarly structured organisation.

Other

- This role at times will be required to work under limited supervision.
- Degree of control over activities is governed by work practices, standards and practices, objectives and budget constraints.
- Proactively promote and uphold a holistic Safety, Health, Environment, and Quality culture, ensuring compliance with related policies and procedures.