

Position Description

Position Title	Grants Officer
Directorate	Office of the CEO
Business Unit/s	Strategy & Performance
Reports to	Service Lead Advocacy & Partnerships
Classification	Level 7

Organisational Overview

The City of Stirling (the City) is located eight kilometres north of Perth's central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 243,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1,500 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision

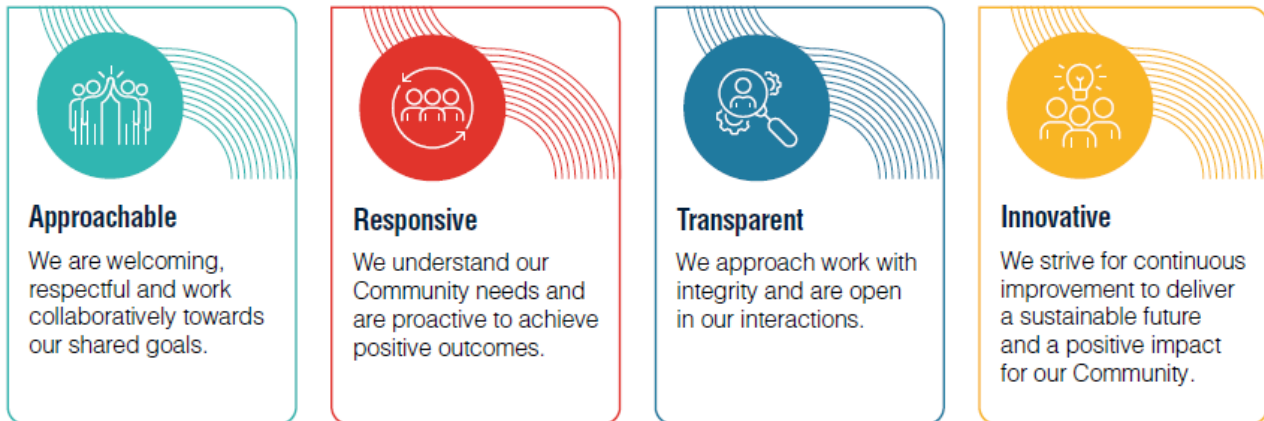
A sustainable City with a local focus.

Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

Values

The City of Stirling's core values are:



Approachable

We are welcoming, respectful and work collaboratively towards our shared goals.

Responsive

We understand our Community needs and are proactive to achieve positive outcomes.

Transparent

We approach work with integrity and are open in our interactions.

Innovative

We strive for continuous improvement to deliver a sustainable future and a positive impact for our Community.

Reporting Relationships

This position reports to the Senior Grants Officer.

Business Unit Objective

The Strategy and Performance Business Unit provides high-level strategic planning, leadership and direction for the City, supporting the achievement of a more sustainable organisation and community – socially, environmentally and economically through the development and implementation of the City's Integrated Planning and Reporting Framework. The Strategy and Performance Business Unit aims to drive and enable improvement, innovation and change to support effective service delivery and overall corporate performance to deliver long term sustainability.

Position Overview

The Grants Officer works across the organisation to provide support in the administration of all grants within the City.

The Grants Officer provides advice, tools and support to teams in the provision of grants via the City's Community Grants Program. This officer works closely with these employees to ensure that all grants funds are provided in a fair and consistent manner to support the delivery of the City's strategic objectives, ensuring that governance and probity principles are applied. This position also provides advice to members of the community seeking information about the Community Grants Program.

The Grants Officer must be able to exercise excellent time management, communication and continuous improvement skills and be confident in working with employees at all levels of the organisation and a broad range of community organisations.

Position Objectives

- Support the delivery of the City's Community Grants Program process across the organisation to ensure funds are provided fairly, consistently and in line with the City's strategic objectives;
- Implement and maintain processes and tools, including eligibility, assessment and recognition requirements, to support the delivery of all grants provided by the City;

- Prepare information and communication, both internally and externally, related to the City's grants process;
- Support the administration of grant funding rounds for the City, including advertisement, marketing, records management and reporting requirements;
- Provide advice and guidance to internal stakeholders on the governance, assessment and processing of all grants within the City;
- Provide administrative support and facilitate meetings of the grant assessment panels including scheduling, taking minutes and collating recommendations;
- Provide advice and guidance to all applicants of the Community Grants Program, including facilitating training and information sessions;
- Monitor and evaluate grants provided by the City to ensure compliance with contractual and acquittal requirements, delivery of milestones/projects and evaluation of outcomes;
- Maintain and provide support for the SmartyGrants system to ensure the appropriate administration of grants;
- Provide excellent customer service to internal and external stakeholders regarding information on the City's grants process;
- Work with the Manager Strategy and Performance to identify external funding opportunities to support the delivery of major projects in the City;
- Keep abreast of industry trends, best practices and other indicators;
- Ensure compliance with the City's policies and procedures and the Local Government Act.

Corporate Responsibilities

- Undertake duties and responsibilities in accordance with corporate Policies, Management Practices and Procedures and demonstrate expected behaviours aligned with the City's Values and Code of Conduct.
- Observe all safe working practices in accordance with relevant Policies, Management Practices and Procedures.
- Contribute to the achievement of corporate objectives by ensuring that stakeholders are responded to in a professional and timely manner.
- Takes responsibility for and actively promotes the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Undertake duties and responsibilities in accordance with the City's Customer Service Charter
- Undertake Community Engagement where required, to optimise trust, inform decision-making, share knowledge, and strengthen relationships with the community in accordance with the City's Community Engagement Policy.
- Perform other duties as reasonably directed.

Selection Criteria

Qualifications/Education Level	
Tertiary qualification in business administration, project management or other relevant field.	Desirable
Knowledge, Skills, Experience & Abilities	
Demonstrated ability in the implementation and review of organisational policy and procedures.	Essential
Excellent written and oral communication skills, including the ability to develop reports and presentations.	Essential
Demonstrated analytical and problem-solving skills with a high degree of initiative and flexibility.	Essential
Ability to build effective relationships and work collaboratively across a large organisation	Essential
Highly developed organisational and administration skills with the capacity to work independently and manage deadlines.	Essential
Experience and understanding in administration and financial management including associated systems and processes.	Essential
Knowledge and/or experience in the administration of government grants or funding programs.	Desirable
Other	
National Police Clearance (under 3 months).	Essential
Current Driver's Licence	Essential

Office use only

Position Creation Date	Date	N/A	Officer	N/A
Last reviewed/Modified	Date	4 August 2026	Officer	Manager Strategy & Performance