

Employment Information Package



Advocacy and Grants Officer

Position number: POS1849

Enquiries:

Name: Alex Crothers

Position: Team Leader - Strategy, Economic Development & Analytics

Phone: 03 6323 3261



City of
LAUNCESTON

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Address all correspondence to:

Manager People and Culture
City of Launceston
PO Box 396
LAUNCESTON TAS 7250

Email address: contactus@launceston.tas.gov.au

When emailing your application, attachments should be sent in either Word (.doc/.docx), PDF (.pdf), TIFF (.tiff), JPEG (.jpg) or Excel (.xls/xlsx) formats.



Introduction

Launceston is the regional hub of Northern Tasmania and enjoys a rich natural and social history. Located at the head of the picturesque Tamar Valley, the Launceston region is renowned for its award-winning wines, gourmet dining experiences, magnificent natural features and friendly residents. Our city is human scale. A series of green and wild spaces linked by heritage streetscapes and thoughtful adaptations. A real blend of old-world and new, tradition and innovation.

The City of Launceston municipal area covers an area of 1,405 square kilometres with a population of around 71,000 residents.

The City of Launceston is Tasmania's largest municipal council in terms of population and revenue. Launceston boasts all the major facilities of a much larger city, many of which are owned and operated by the City of Launceston.

The City of Launceston is served by 12 Councillors, including the Mayor and Deputy Mayor.

Click [here](#) to view City of Launceston's strategic and annual reporting.

City of Launceston organisational chart

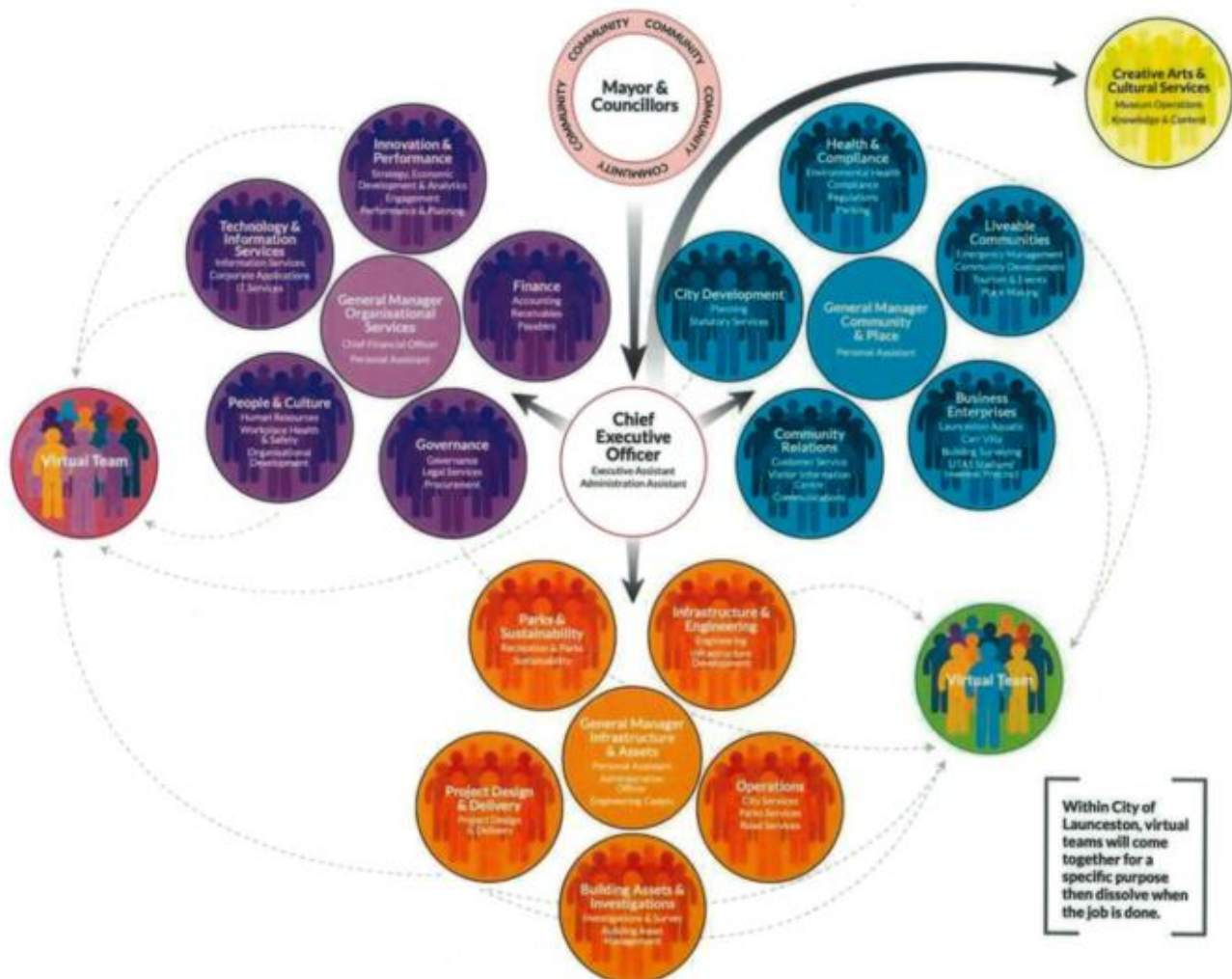
The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government.

An Employer of Choice is a workplace that demonstrates contemporary workplace practices and provides outstanding support for its staff.

The Council employs around 570 employees across a range of responsibilities.



At City of Launceston we are an agile organisation, with teams being more empowered and self-managing



Organisational values

At the heart of our organisation are our four organisational values. Our employees are expected to adhere to, support and promote our values at all times.

Our aim is to attract and retain people who share our values and want to be a part of our positive workplace culture. Before submitting your application please review our values and decide if they are a good fit for you.



OUR PEOPLE MATTER

- We value clear and open communication
- We support and encourage each other
- We respect diversity
- We recognise individual needs, experience and strengths



WE CARE ABOUT OUR COMMUNITY

- We take pride in our work and pursue a standard of excellence
- We genuinely listen, and value collaborative relationships
- We strive towards the best outcome for our community
- We make responsible and sustainable decisions



WE BRING AN OPEN MIND

- We actively seek opportunities to continuously improve
- We respect and explore different ideas and perspectives
- We embrace change that leads to positive outcomes
- We value innovation and creativity



WE GO HOME SAFE AND WELL

- We show care for people and look out for one another
- We speak up and support others to be healthy and safe
- We take personal responsibility for our own health and wellbeing
- We value work-life fit

Information for applicants

City of Launceston is an equal opportunity employer. Our workforce is diverse, inclusive, flexible and family-friendly.

We value the different backgrounds, skills and contributions of all employees and treat each other and our community with respect.

We want opportunities at City of Launceston to be accessible and attainable to all candidates. If you are interested in this role but have concerns about your suitability, please talk to us before submitting your application.

Please read this information carefully, as it will help you with the preparation of your employment application.

When applying for this position, you must provide the following documentation:

1. Covering letter
2. Statement addressing the selection criteria (**highlighted criteria only**)
3. Resume

The online Application for Employment can be [accessed here](#) (you will be asked to attach your supporting documentation)

1. Your covering letter should introduce you and explain why you are applying for the role.
2. All recruitment and selection decisions are based on merit. The most suitable person in terms of skills, knowledge, qualifications, relevant experience, alignment with organisational values and work attitudes is selected for the position. Selection is based on the assessment of each application in relation to the selection criteria identified in the position description. The position description is included later in this information kit.

The selection criteria consists of the qualifications, knowledge, skills, attitudes and abilities required to successfully perform the role. You must provide a statement that addresses each highlighted selection criterion for the role. Your statement should include examples that demonstrate how you meet each criterion.

Please see information here on how to address the [Selection Criteria](#).

3. Your resume should provide details of your qualifications, work history, special skills, training and competency details and referees, plus any other information that may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least two work referees.

If we can assist you with any reasonable adjustments in order to submit your application for this role, please contact the People and Culture Team via email at contactus@launceston.tas.gov.au, noting your preferred method of communication and contact details and a member of the team will be in touch.

Recruitment steps

1. Application received
2. Shortlisting
 - Shortlisted applicants will be contacted by telephone or email to arrange an interview.
 - Unsuccessful candidates will be advised by email.
3. Interview
4. Pre-Employment Checks:
 - Reference Check
 - Police Check
 - Medical Assessment
 - Drug and Alcohol screening

All costs covered by City of Launceston
5. Suitability determination and preferred candidate identified
6. Letter of Offer

Employee benefits

- Our employees have access to discounted health insurance options through St Luke's Health and BUPA.
- Employees have access to a free EAP service, which provides support and counselling for personal and work related issues, coaching and advice for leaders and counselling assistance for immediate family members.
- We are committed to providing a working environment that is sufficiently flexible to meet the operational requirement and workload demands of the City of Launceston while accommodating, where possible, the needs of our employees.
- Discounted membership at Launceston Aquatic.
- Discounts at the Museum Gift shop.
- Additional leave: employees may request to purchase an additional two or four week's additional leave per year to help manage family/carer responsibilities or other special circumstances.

General conditions of employment

Position title	Advocacy and Grants Officer
Employment terms	Permanent, Full-Time
Working pattern	19-day month
Total remuneration	\$93,282 - \$106,239* <i>*Total remuneration includes superannuation, as detailed below</i>
	Base salary \$80,939 - \$92,182
Superannuation	Employer contribution of 15.25%

- **Annual leave:** employees are entitled to 4 weeks (pro-rata for part-time employees) annual leave per year, plus leave loading.
- **Personal leave (for sick and carer's leave):** employees are entitled to two weeks (pro-rata for part-time employees) personal leave per year, if they are unable to attend work due to personal illness/injury or to provide care for a spouse/partner or immediate family member.
- **Paid parental leave:** employees are entitled to fourteen weeks paid (or twenty eight weeks at half-pay) parental/adoption leave for the primary carer; two weeks paid leave for the secondary carer.
- **Long Service Leave:** Long service leave applies after 7 years continuous service.

The City of Launceston Enterprise Agreement 2021 is available [here](#)

The City of Launceston Leisure and Aquatic Centre Enterprise Agreement 2022 is available [here](#)

Position Description

Position Description Form - Officer

PF NUMBER:		POS NUMBER:	POS1849
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POSITION TITLE:	Advocacy & Grants Officer
AWARD CLASSIFICATION:	Grade 5
EMPLOYEE:	
TEAM:	Innovation and Performance
REPORTS TO:	Team Leader Strategy, Economic Development and Analytics
PREPARED BY:	Sarah McRobbie
DATE:	September 2024

APPROVED BY:	
NAME:	
POSITION:	Executive Leader Strategy and Innovation
SIGNATURE:	

POSITION PURPOSE (Why does this position exist)
<p>The purpose of this position is to develop, implement and maintain a grant management process within Council to ensure grant opportunities are identified and maximised to deliver financial assistance for Council projects.</p> <p>The role will develop, coordinate and administer the advocacy program for the organisation.</p> <p>The role will administer the Launceston City Deal through to the completion of the agreement in 2027, ensuring Council's involvement in existing commitments and the administration with City Deal partners is maintained throughout and that processes are in place for any ongoing commitments.</p>

City of Launceston is a values-based organisation, which means that we employ people who share and display
Our Values

OUR VALUES



Our people matter

- we value clear and open communication
- we support and encourage each other
- we respect diversity
- we recognise individual needs, experience and strengths



We care about our community

- we take pride in our work and pursue a standard of excellence
- we genuinely listen, and value collaborative relationships
- we strive towards the best outcome for our community
- we make responsible and sustainable decisions



We bring an open mind

- we actively seek opportunities to continuously improve
- we respect and explore different ideas and perspectives
- we embrace change that leads to positive outcomes
- we value innovation and creativity



We go home safe and well

- we show care for people and look out for one another
- we speak up and support others to be healthy and safe
- we take personal responsibility for our own health and wellbeing
- we value work-life fit

Accountabilities	Activities/Tasks include:	Success looks like ...
General		
City of Launceston's Values	Behave in a way that supports the City of Launceston's values. <ul style="list-style-type: none"> • Our people matter • We care about our community • We bring an open mind • We go home safe and well 	Demonstrates, through behaviour, an alignment to and an understanding of Our Values.
Technology	Use technology and information to maximise efficiency and effectiveness.	New and existing technologies are utilised effectively.
Collaborate	Work collaboratively within your team and across other teams. Support delivery of the Team's strategic and annual plan actions. Work with other teams as relevant to technical role accountabilities.	Actively participating in team meetings/tool box meetings, by offering ideas and suggestions and providing feedback Collaborative opportunities are sought across teams
Innovation	Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and other teams.	Improved work practices and projects.
Technical		
City Deal Program Administration	Administer existing City Deal commitments including the reporting of Council's role in existing projects. Maintain and support stakeholder relationship management with City Deal Partners and stakeholders. Preparation and administration for governance and stakeholder meetings. Support and administer media and City deal events/activities, working closely with the communications team, civic affairs teams and others as required. Prepare for the close out of the City Deal in 2027.	Awareness/escalation of risks, mitigation and opportunities. Positive relationships Complete own actions. Assign to responsible parties and support as required. Events run smoothly and parties are aware of role and provided with necessary information to contribute. Strategic and project specific information is provided for event briefs and speeches.
Stakeholder Management	Build, maintain and support relationship management with key stakeholders and potential funders for grants and advocacy.	Contact list and registers developed and maintained. Timely distribution of opportunities to key internal

Accountabilities	Activities/Tasks include:	Success looks like ...
	Identify and report on opportunities, programs and frameworks that support the organisation to advocate for policy and funding.	stakeholders on open and upcoming opportunities
Development of Grant Management Systems	In collaboration with internal stakeholders, develop, implement and maintain an organisational grant management framework and processes to support Council's long and short term objectives to maximise grant revenue across the organisation.	SMART measures developed at the onset of the project to measure success. Embedded process and structure that supports effective grant management.
Support the organisation to secure and manage grants	<p>Remain up to date with funding trends, challenges, government policy outcomes and budgets and share information as relevant.</p> <p>Work with networks and teams to improve awareness of grant applications, related processes and implement measures to improve information sharing and collaboration between staff.</p> <p>Oversee the grant application process including proposal and grant writing, contracting and grant acquittal and reporting.</p> <p>Provide support across the organisation in the submission of grant applications, including arrangements to secure additional expertise, as required ie business cases, cost benefit analysis, grant writing.</p> <p>Have a high level of oversight of grant applications across the organisation to ensure the best outcomes are achieved.</p> <p>Maintain systems and processes to ensure appropriate administration of successful grant projects is undertaken including reporting, financial and acquittal procedures</p> <p>Develop and update portfolio of potential projects requiring funding and monitor for applicable funding sources</p> <p>Coordinate internal grant workshops for staff to include data collation and analysis, grant writing and management.</p>	<p>Timely updates through communication channels.</p> <p>Current and relevant Intranet pages, updated regularly.</p> <p>Active community of practice or similar.</p> <p>Projects align with strategic direction, organisation budgets and advocacy agenda.</p> <p>Multiple projects are consolidated to one application if appropriate.</p> <p>Register/database of submission dates, key deadlines/milestones for various funding sources and manage associated actions with internal stakeholders.</p> <p>Grants and projects are matched early providing maximum time for application preparation.</p> <p>Workshops are held based on organisational need. Event evaluation methods in place.</p>
Advocacy	<p>Maintain portfolio of projects and initiatives identified for funding or policy advocacy and coordinate review by Executive Leadership Team and Councillors prior to key political events.</p> <p>Assess and align advocacy projects with community feedback, organisational strategic plan, State and Federal Government policy outcomes.</p> <p>Collaborate with internal teams to develop advocacy campaign messages, marketing collateral and letters to Ministers, letters of support etc.</p>	<p>Project information is kept up to date. Awareness and initiative to commence preparation ahead of political events.</p> <p>Projects considered for advocacy are presented with a non bias evidence base.</p> <p>Advocacy campaigns are developed and executed.</p>

Accountabilities	Activities/Tasks include:	Success looks like ...
		Outcomes tracked and reported on.
Communications	<p>Develop and maintain content for intranet and website to share relevant information with stakeholders regarding City Deal, Grants and to support advocacy as required.</p> <p>Connect stakeholders with the broad range of services within the Innovation and Performance team to support grant management and advocacy.</p> <p>Grant and advocacy reporting.</p>	<p>Sites are current and relevant content. Content is signed off by Communications Team.</p> <p>Referrals to colleagues within the IaP team where further support can be obtained.</p> <p>Reports are SMART and utilised to continuously improve.</p>
Work Safely with a Duty of Care for fellow employees and ensure procedural compliance	<p>Perform all work in a safe manner in accordance with the City of Launceston's WHS Policy and Procedures</p> <p>While at work, a worker must –</p> <p>(a) take reasonable care for his or her own health and safety; and</p> <p>(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and</p> <p>(c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and</p> <p>(d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.</p> <p>(Section 28 Work Health & Safety Act 2012)</p>	
<p>Note: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks that are within the limits of the employee's skill, competence and training.</p>		

WORKING WITH VULNERABLE PEOPLE CHECK

Working with Vulnerable People Check is required to work at City of Launceston

SELECTION CRITERIA

POSITION REQUIREMENTS/COMPETENCIES

Organisational

- Community Focussed: considers community/customers in decision making
- Communicate and Engage: demonstrates self-awareness & encourages open discussions & contributions from others
- Create and Innovate: displays initiative & considers different ideas and perspectives
- Safety Focussed: takes responsibility for own and team's health, well-being and self-care

Position Specific
<ul style="list-style-type: none"> Understanding of government budgeting and grant funding processes, including grant prospecting, proposal development and grant management.
<ul style="list-style-type: none"> A background in policy research, analysis and development.
<ul style="list-style-type: none"> Highly developed written communication skills including the ability to prepare successful submissions and proposals to influence stakeholders or achieve strategic goals; and clear and concise documentation and correspondence.
<ul style="list-style-type: none"> Demonstrates a high level of initiative, ability to work independently, negotiate outcomes, obtain cooperation and meet deadlines.
<ul style="list-style-type: none"> Well-developed organisation skills including planning, resourcing, budgeting and reporting.
<ul style="list-style-type: none"> Excellent time management skills and the ability to work independently to deadline.
QUALIFICATIONS AND EXPERIENCE
<ul style="list-style-type: none"> Relevant tertiary qualifications and/or experience in high level administration, program management and/or project management.
<ul style="list-style-type: none"> Proven experience (3+ years) working in a grants or advocacy environment.
<ul style="list-style-type: none"> Demonstrated understanding of policy issues, policy development and advocacy processes.

REPORTING STRUCTURE	
Senior Leader	Senior Leader Innovation and Performance
Team Leader	Team Leader Strategy, Economic Development and Analytics
Direct Reports	N/A

KEY RELATIONSHIPS (External and Internal Customers, Supplier, Colleagues, etc)	
Internal	Nature of Relationships
Chief Financial Officer and Senior Leader Finance	Finance implementations and grant preparation
Executive Leadership Team and Senior Leaders	Grants and grant opportunities
Internal Project Managers and Project Teams	Advocacy and grant support Project stakeholder support
Communications Team	Strategic communications Website maintenance
Finance Team	Grant management
Innovation & Performance Team	Evidence base Referrals to support organisational work
External	Nature of Relationships
Government agencies	Policy and project alignment
Specialist suppliers	Advocacy and grant development support
City Deal Partners	Reporting and administration

DELEGATIONS & AUTHORISATIONS (Local Government Act, By-Laws etc)	
Purchasing Approvals	Limit \$10,000

Confidentiality

Employees are

- a) Able to access; or
- b) May be exposed in the course of performing their duties to information that may be related to individuals, organisations or the general dealings of the City of Launceston. Some of this information will be of a sensitive nature – either within or external to the organisation.

By accepting this position the employee undertakes:

- a) To keep all information that they are exposed to confidential during and after their period of employment with City of Launceston. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- b) To not access any information within the organisation's systems that is not directly relevant to their work.
- c) To abide by the requirements of the Confidentiality and Privacy clause of the relevant Enterprise Agreement.

OTHER RELEVANT INFORMATION
<p>Expectations of a City of Launceston employee:</p> <ul style="list-style-type: none">• Have strategies in place to enhance their own health and well-being, manage stress and maintain professionalism;• Seeks feedback broadly and asks others for help with own development areas; and• Translates feedback into an opportunity to develop.

