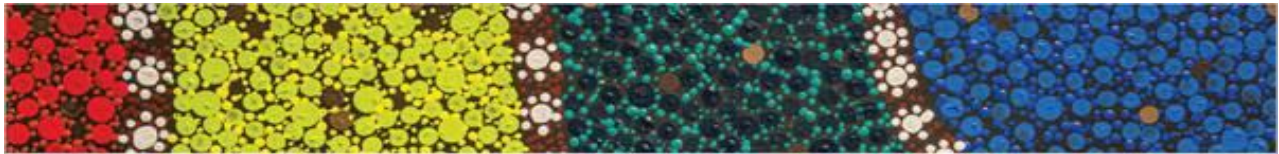


Grants Manager, Business Grants Hub, QLD State Office

Position Number	AES3-13
Position Title	Grants Manager
APS Classification Range	APS6
Location	Brisbane
Division	CFO Group
Branch	Business Grants Hub
Section	Queensland State Office
Security clearance	Baseline
About the Role:	
Primary Job Role	Grants Management
Role Purpose	Manage and deliver grants programs through the department's Business Grants Hub
Core responsibilities	<p>The core responsibilities of the role include</p> <ul style="list-style-type: none"> • program delivery; • stakeholder management; • leadership and accountability; • contract management.
Demonstrated Behaviours	<p>The role requires an ability to think strategically:</p> <ul style="list-style-type: none"> • take responsibility for managing work to achieve results; • listen to, understand and recognise the needs of others; • a commitment to action; • shares learning and supports others; • is self-aware; • communicates clearly and negotiates confidently.
Role Specific Duties	<ul style="list-style-type: none"> • Assess eligibility of applications for program support, in accordance with relevant legislation and guidelines; • Negotiate and manage complex contracts with businesses and other organisations • Provide accurate and specialised advice including anticipating problems and contributing to issues management and communicate the reasons for decisions and recommendations • Manage, process and undertake quality assurance on reports and associated grant payments

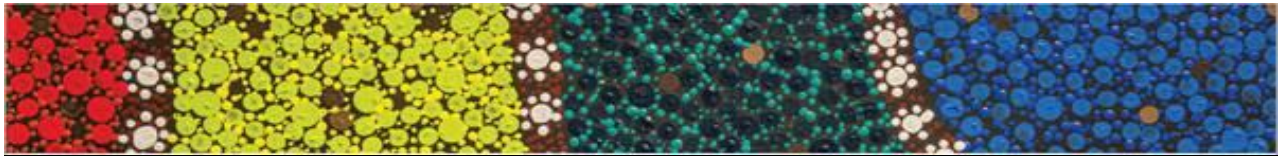


	<ul style="list-style-type: none"> • Quickly learning and maintaining an up to date knowledge of proprietary information management systems used for grants contract management • Understand, respond and resolve customer enquiries, both on the phone and in written communication as required • Resolve complex enquiries from stakeholders and provide information and advice as a representative of the work area, including by not limited to liaising professionally with Policy Partner, other business areas and Members of Parliament • Represent the work area at internal and external meetings and conferences • Maintain strong working relationships with other business grants hub teams, both within the state network and nationally, and with other business areas in the department • Undertake supervisory responsibilities for APS4 team members within team. Including managing timesheets (Aurion), leave requests and quarterly performance (My Plan) discussions. - Identify issues and contribute to the resolution of issues and problems, both for your own independent work and for team members • Identifies learning opportunities for others and delegates tasks effectively • Developing program management guidance and training material for the broader team • Assist in strategic planning, program and project management and/or policy development for the work area if/when required <p>Maintaining a high level of accuracy in administrative and processing work, using attention to detail in a high-volume environment.</p>
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About the Candidate:

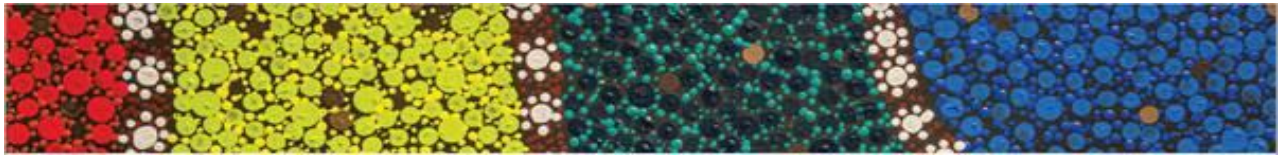
The successful candidate will be able to provide good examples to show how their knowledge, skills, experience and potential makes them ideal for the job including:

Experience in government grant program design, delivery, and/or management
The ability to be flexible and manage competing priorities in a high volume, fast paced environment
High-level communication ability with excellent negotiation and problem solving skills
Well-developed research and analysis skills and the ability to reach evidence based conclusions
High level stakeholder engagement and relationship management skills
Demonstrated experience with IT systems and work that requires following set procedures



Background Information and Context

<p>The Organisation:</p>	<p>The Department of Industry, Science, Energy and Resources is responsible for the delivery of Commonwealth Grant and Incentive Programs across Government. The delivery of these programs is undertaken as part of the Business Grants Hub – a whole-of-government shared services initiative that is streamlining Commonwealth grants administration.</p> <p>The Business Grants Hub branch is responsible for establishment and management of grants in partnership with other Commonwealth departments. Working closely with policy agencies to ensure successful delivery of outcomes across government, as well as driving improvements in program delivery and operations.</p>
<p>The Team & the Role:</p>	<p>The Queensland Business grants Hub team is based in Brisbane in the CBD. As a Grants Manager you will work in a team and assist in the development, delivery and management of public-facing government programs, in cooperation with multiple groups of internal and external stakeholders.</p>
<p>The Attractions:</p>	<p>The work is fast paced and varied. The grant projects we assesses and contracts we manage could be for projects that build infrastructure to keep our remote airstrips in a safe condition for aeromedical evacuations; or for the purchase of portable incubators for orphaned native animals; or for the purchase of a vehicle to run a 'youth at risk' community outreach program. So real projects with impact on our community.</p>
<p>Link to additional information on the role or division</p>	<ul style="list-style-type: none"> • BGH Service Offer • About the Department of Industry Science Energy & Resources • DISER Org Chart • Enterprise Agreement (Salary Ranges)



HOW TO APPLY FOR THIS POSITION

Thank you for your interest in applying for this position with the Department of Industry, Science, Energy and Resource.

The Aboriginal Employment Strategy (AES) is supporting the Department to recruit for this position along with a large number of positions nationally that are part of an Affirmative Measure – Indigenous.

What this means is that **only Australian Aboriginal and Torres Strait Islander people can apply for these roles**. It is a strategy that is used to create specific employment opportunities for Aboriginal and Torres Strait Islander people. It is also a strategy to increase the number of First Nations Australian people employed by the Australian Public Service.

You must also be an Australian Citizen.

We have prepared some helpful information below to support you to prepare and complete the application.

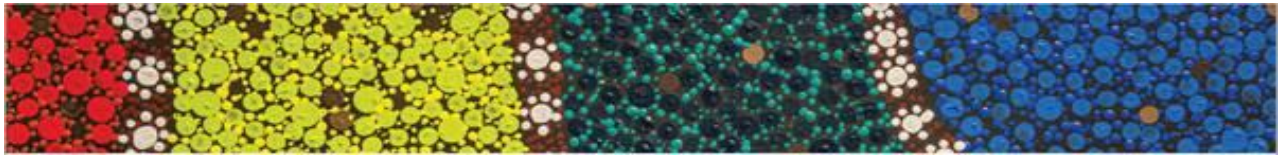
Application are due on Monday 26 April 2021 at 11.55pm (AEST or Sydney Time)

Key information is contained in this information pack about Department of Industry, Science, Energy and Resources including a detailed Position Description for this role. Please read all of the attached information before completing your application.

SUBMITTING YOUR APPLICATION:

Application Closing date & time:	Monday 26 April 2021 at 11.55pm (AEST or Sydney Time)
Email your application to:	Email address: talent@aes.org.au
Subject heading in email:	Quote the Job position number and job title

Extensions may be granted for extraordinary circumstances, but this is at the discretion of the recruitment team.



Acknowledgment of Applications

We will confirm receipt of your application by a return email to your email address. Please make sure you check your emails regularly as this will be the address that we communicate with you on in relation to your application. We may also contact you via phone, so please ensure your contact details are up to date on your CV.

When will I hear back about my application?

People are selected for Australian Public Service jobs on the basis of merit, which means we look carefully for evidence of your skills, abilities and experience and how well you fit the job requirements, compared with other applicants. This ensures the best applicant is selected for the job. This comparison may be based on your CV, a written application, an interview and/or other assessment methods. Because of this, the recruitment process may take longer for APS jobs than other jobs.

When applying for an APS job, you can ask the contact person about the expected timeframe on receiving notification regarding the outcome of your application.

TIPS FOR PREPARING YOUR APPLICATION

How to prepare your Pitch

You will need to prepare and attach a 2 page Pitch when you apply for this position.

What is a pitch?

Your pitch is your chance to tell the Department why you are the right person for the job.

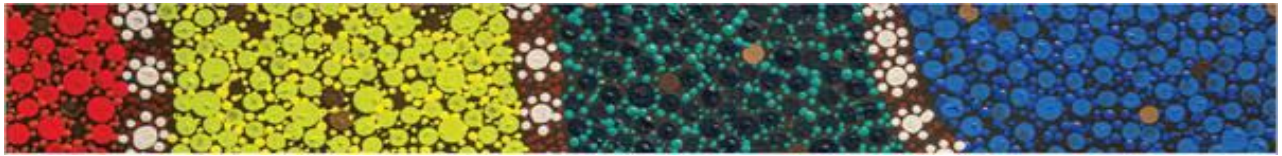
We want to know:

- why you want to work for us,
- why you are interested in this role,
- what you can offer, and
- how your skills, knowledge, experience and qualifications are applicable to the job.

Tell us why we should hire you! Don't be shy, showcase yourself to us!

We also care about how your personal qualities add value to the role. Tell us about you.

Try not to duplicate information that can already be found in your CV, but do highlight any specific examples or achievements that will demonstrate your ability to perform the role.



Provide relevant examples from your work, study or community roles. It is important to provide evidence to back up your claims that you can do something. Where possible use actual, specific examples of what you have done, how well you did it, what you achieved, and how it relates to the requirements of the job.

Be clear and to the point. Use plain English.

Read over your final draft and check for grammar, spelling and punctuation.

Remember to stick to the page limit. Two (2) pages in total for your pitch.

How to prepare your CV

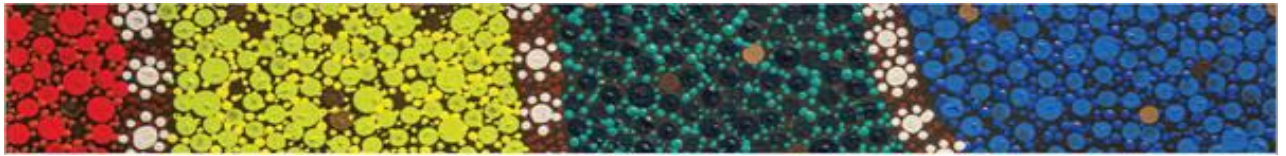
You will need to attach a current CV when you apply for this position.

Your CV should include:

- **Employment History:** List all employment beginning with your current or most recent employer, together with start and finish dates of positions held and a brief summary of responsibilities and achievements.
- **Further Work Related Activities:** Provide details of any other activities which may relate to the position to support your application such as volunteer experience.
- **Education and Qualifications:** List all relevant education undertaken. Include: the name of the institution, dates attended and the qualification achieved. If you are invited to participate in an interview, you will be required to present the original or certified copies of your qualification/s.
- **Referees:** Provide the names, position titles and telephone numbers of two referees who can provide information about how you meet the requirements of the position. It is preferable that one of your referees is your current supervisor. Please obtain permission from your referees before you nominate them.

APPLICATION CHECKLIST:

- Pitch document – up to 2 pages
- Updated CV with current contact details
- Details of two referees – (one should be your current supervisor/or most recent supervisor)



If you are invited to an interview and are the recommended applicant, you will be required to:

- Provide confirmation of Aboriginal and/or Torres Strait Islander descent.**

If you are unsure of what evidence you will be required to submit, please contact us and we can discuss the many options that are accepted.

- Obtain and maintain a security clearance at the required level.**

A security clearance involves pre-employment and background checks. Some jobs require a security clearance because of the type of issues or information dealt with in the job. The timeframe for starting a job may be longer, depending on the level of security clearance required. Don't let your current level of clearance, or the fact that you don't have one, deter you from applying. This will occur at the end of the recruitment process.

Further Information or Support

If you require further information regarding the position or advice in relation to the application process, please contact Jamie Hardy on telephone number (02) 8571 0999 or email at talent@aes.org.au before the closing date.

We are here to help in anyway.

Further reading

If you would like to read more about the Department, its commitment to First Nations Employment and Reconciliation here are some other key documents.

[Click here to read the Reconciliation Action Plan](#)

[Click here to read the Aboriginal and Torres Strait Islander Employment Strategy](#)