



## Position Description

<b>Job Title:</b>	<b>Principal Project Officer -</b>
<b>Reporting To:</b>	<b>Chief Executive Officer</b>
<b>Remuneration level:</b>	<b>Local Government Officers (Western Australia) Award Level 9</b>

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### Position Overview

- The Principal Project Officer will primarily support Shire in preparing and submitting high-quality grant proposals for Shire funding programs. The role will involve liaising with funders, coordinating administrative processes, and ensuring compliance with funding requirements. You will work closely with internal and external stakeholders, providing expert advice, while demonstrating a strong customer-focused approach and the ability to adapt to various team environments.

### Key duties and responsibilities

- Writing, researching and reviewing grant proposals to ensure eligibility and competitiveness, assisting in pre-award planning, and collaborating with internal and external stakeholders for successful submission and acceptance of grants.
  - Managing procurement of goods and services
  - Managing contracts and stakeholder relationships
  - Overseeing grant register and monitoring performance and financial reporting
  - Preparing detailed project plans including goals, objectives, scope, outcomes, key deliverables, milestones, communication and risk management
  - Reviewing state and commonwealth policy, reviewing and developing shire policy to ensure alignment
  - Identifying, developing and nurturing relationships with trusts and foundations and other funding bodies
  - Working with the team to understand funding needs and priorities to create strong applications for funding and reports/acquittals
  - Developing impactful cases for support and create inspiring and engaging proposals and applications to secure funding
  - Building and maintaining strong relationships with administrators, and external funding agencies while providing high-quality advice and information
  - . Contributing to reporting for senior management
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### Extent of Authority

- Has a high level of autonomy, uses initiative and is fully accountable for the delivery of high-quality strategic policy proposals and advice on time and within budget. ☑
- Acts independently to plan, lead and organise the work of the team to deliver high quality support to achieve agreed objectives and performance targets. ☑

- Consults with the Executive Managers, Directors and CEO, Delivery Support to discuss and escalate issues as appropriate regarding the delivery of strategic projects.

## Selection Criterion

### *Experience*

- At least 5 years' experience in fundraising in a similar role
- Experience of grant writing, including preparing applications for submission and preparation of subsequent reports and acquittals
- Proven ability to secure income through the development of cases for support and compelling proposals
- A bachelor's degree as a minimum, or an equivalent level of experience in grant writing or a related discipline

### *Desirable*

- Local government knowledge

### Compliance

- It is a requirement for all employees of the Shire of Halls Creek to provide a National Police Clearance and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position.
- Pre-Employment Medical and Drug Test. It is a requirement for all employees of the Shire of Halls Creek to undertake a medical with necessary testing suitable for the role, duties and obligations of the position, which will include a drug test.

## Authorisation

The details contained in this document are an accurate statement of the purpose, duties and role specifications and other requirements of the position.

Signed ..... Date.....

**Susan Leonard**  
Chief Executive Officer

I have read and understood the requirements of the position as detailed in this document.

Signed..... Date.....  
Employee