



Position Description

Grants and Sponsorships Administration Officer

Our City

Situated 223kms from Perth, the City of Busselton is an important regional centre covering 1,454 square kilometres in the lower south west region of Western Australia. Our local government consists of approx. 500 employees proudly serving its fast growing community of approx. 45,000 residents.

Our Vision - Where environment, lifestyle and opportunity thrive!



Lifestyle

Our community is safe, welcoming and inclusive, with access to services and facilities to support good health and wellbeing.



Environment

Our environment is valued, conserved and able to be enjoyed by current and future generations.



Place

Responsible planning is helping the region to experience sustainable growth with retention and enhancement of our unique character, identity and lifestyle.



Opportunity

We have a vibrant and growing economy with diverse opportunities for everyone to learn, work and flourish.



Leadership

We actively engage with community to deliver visionary, collaborative and accountable leadership.

City Values

TRACE is our commitment to driving results and shaping a City where environment, lifestyle and opportunity thrive.

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Teamwork



Respect



Accountability



Customer Focus



Excellence

Position Details

Title	Grants and Sponsorships Administration Officer
Position Number	758
Directorate	Economic and Business Development
Reports to	Manager Events and Culture
Employment Type	Full time
Industrial Instrument	City of Busselton Industrial Agreement
Level	4

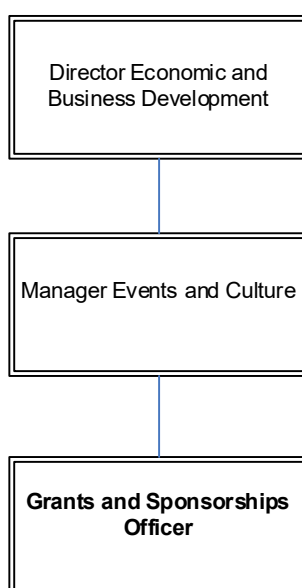
Position Overview

Summary of the key objectives of the position.

The Grants and Sponsorships Administration Officer is responsible for the administration, organisation and ongoing enhancement of the City of Busselton's grant and sponsorship programs, providing a consistent, transparent and streamlined approach to funding administration across the organisation.

The position provides administrative support for the delivery of multiple internal and community-facing grant programs, ensuring high-quality information, compliance with Council and organisational requirements, and professional support to decision-makers. The role is not a decision-making position; rather, it facilitates robust processes so staff, assessment panels, and Council have complete, accurate and timely information on which to base funding decisions.

Reporting Relationships



Key Duties and Responsibilities

Grants Program Administration

- Coordinate and administer the City's grant and sponsorship programs, including:
 - Events sponsorships
 - Economic Development and Marketing grants
 - Community Assistance Program
 - You Choose program
 - Minor Donations program
- Organise and administer end-to-end grant processes including promotion, application setup, assessment administration, applicant communications, acquittals and reporting.
- Administer grant and sponsorship programs using web-based grant management and administration systems, ensuring consistent workflows, automated reminders, version control and record keeping.

Process Improvement and Governance

- Support a consistent, transparent and streamlined approach to grant administration across the City.
- Implement system and process improvements to enhance efficiency, governance and user experience for both applicants and internal staff.
- Maintain standardised templates, guidelines, assessment tools and reporting metrics across programs.
- Ensure grant processes and documentation demonstrate compliance with Council resolutions, delegated authority and organisational protocols.

Assessment and Reporting Support

- Organise assessment panel meetings and provide administrative and technical support to panel members.
- Prepare assessment summaries, evaluation tools and supporting documentation aligned to program criteria.
- Compile complete and professional information packs for decision-makers, including staff, executive, assessment panels and Council.
- Maintain records and prepare reports on program KPIs and outcomes, including economic impact, community benefit and program performance.

Financial and Data Management

- Track program budgets, commitments, payments and acquittals in line with approved funding allocations.
- Ensure accurate data collection and reporting to support transparency and accountability.
- Support internal reporting requirements including Council, executive and audit processes.

Stakeholder and Applicant Support

- Provide clear, timely and professional guidance to applicants throughout the grant lifecycle.
- Respond to and manage grants-related enquiries from applicants and internal stakeholders.
- Support internal staff administering or contributing to grant programs across the City.
- Liaise regularly with the Stakeholder Relations team to provide timely information on grant and sponsorship programs, funding opportunities, key milestones and outcomes to support communications, marketing and public relations activities.
- Provide updates on funded projects, grant acquittals and program achievements to support promotion of community outcomes and celebrate the impact of City-funded initiatives.
- Monitor external funding opportunities and provide information to City staff and community stakeholders.

Corporate Responsibilities

- Exercise Workplace Health and Safety responsibilities as detailed in the WHS Policy and associated operational practices, procedures and guidelines.
- Uphold the City's values and behaviours.
- Understand the principles of customer service and undertake duties and responsibilities in accordance with the City's Customer Service Charter.
- Exercise continuous improvement responsibilities as detailed in the Process Improvement Framework.
- Undertake duties and responsibilities in accordance with code of conduct, corporate policies, operational practices and work processes.

Role Specific Competencies

The ideal candidate will be able to demonstrate or be able to obtain the below competencies:

- Experience in grants or program administration with competing deadlines.
- Sound understanding of governance, compliance and public sector processes.
- Strong organisational skills and ability to administer programs concurrently.
- High attention to detail with clear and professional written communication.
- Experience with data management, reporting and relevant web-based administration systems and Microsoft Office applications.
- Strong stakeholder engagement and customer service skills.
- Ability to work collaboratively and contribute to process improvement.

Authorities

This position operates under the general direction of the Manager Events and Culture within established legislative frameworks, Council policies, delegations and operational practices. The role does not hold delegation to approve grant funding decisions and acts in a facilitative and administrative capacity only.

This position may authorise purchases and certify invoices to the value specified in the Employee Purchasing Authority Limits OP.

Appointment Pre-requisites

- National Police Clearance not more than six months old.
- Proof of right to work in Australia.
- Current C Class drivers licence.

Pre-employment Medical Screening

The following pre-employment medical screening is required for this role. This will be organised by Human Resources with all associated costs covered by the City of Busselton:

- Basic medical assessment.