

## ROLE DESCRIPTION

<b>ROLE TITLE:</b> GRANTS PROGRAM ADMINISTRATOR <b>CLASSIFICATION:</b> ASO3 <b>EMPLOYMENT TYPE:</b> TERM (0.8 FTE)	<b>TEAM:</b> EXPERIENCES <b>LOCATION:</b> ADELAIDE/REGIONAL <b>DATE:</b> JULY 2025
<b>REPORTS TO:</b> Arts and Cultural Leader	<b>ROLES REPORTING TO THIS ROLE:</b> Nil
<p><b>ROLE PURPOSE:</b> Responsible for supporting the Grants Program in the effective operation of state-wide grants program and special initiatives which fall within the Experiences program. The role contributes to the coordination, implementation and promotion of grants programs and advice on funding information to artists and communities.</p> <p>The role works within a team assigned to provide administrative coordination and support, preparation of statistical reports and documentation for internal and external partners. Within this context, the role needs to demonstrate a high level of responsiveness, flexibility, resilience, and client focussed service that meets the fluidity and diversity of the audience, and constantly changing priorities.</p>	
<p><b>KEY RESPONSIBILITIES:</b></p> <ol style="list-style-type: none"> <li>Undertake a range of administrative functions, as required, to support the grants program and other initiatives, including entering information and maintaining records in the grants management system, reviewing acquittals and processing grant payments.</li> <li>Assist with the preparation of statistical, review and analysis reports and documentation for both external and internal purposes.</li> <li>Deliver responsive coordination and support for the operation of the grants management system.</li> <li>Provide administrative support for grants assessment meetings.</li> <li>Support the promotion of grants programs and services to local communities.</li> <li>Contribute, as a team member, to the development of extending networks and communication with Government, regional arts and community agencies.</li> <li>Contribute to regular liaison and consultation with relevant communities and stakeholders.</li> <li>Provide advice on funding and resource information to regional artists, groups and communities to enable them to realise their artistic and cultural ambitions.</li> <li>Contribute to achieving the Reconciliation Action Plan.</li> </ol>	
<p><b>KEY RELATIONSHIPS:</b></p> <ul style="list-style-type: none"> <li>Internally: Work closely with the Grants Program Manager and collaborate with staff across all teams.</li> <li>Externally: Work closely with artists and arts groups, community and collaborate with regional communities in the delivery of programs.</li> </ul>	
<p><b>SPECIAL CONDITIONS:</b></p> <ul style="list-style-type: none"> <li>Occasional out of hours work may be required.</li> <li>Occasional intrastate travel may be required.</li> <li>A valid Department of Human Services Child Related Employment Screening is required.</li> <li>Required to participate in the Country Art's Staff Development Review Process and achieve performance targets as negotiated and mutually agreed with the manager.</li> </ul>	

**KEY SELECTION CRITERIA:**

- Experience in a similar program coordination role that includes administration, marketing, communications, and project coordination tasks.
- Diligent with good personal organisation skills, attention to detail and an ability to prioritise activities to achieve results within strict deadlines.
- High level communication and interpersonal skills to liaise effectively with stakeholders, and deliver sound advice on grants, funding, and resource information.
- Understanding of financial management practices and administrative policies.
- Experience using Microsoft Office and analysing data and statistics to support program planning and improve experiences for artists, organisations, and communities.
- Ability to use initiative, problem solve and take an active approach to improving processes and systems.
- A collaborative approach with a commitment to work as part of a team to build and share knowledge that contributes to positive team culture.

**DESIRABLE:**

- An understanding of the arts industry in South Australia and arts funding processes both locally and nationally.
- A desire and willingness to adopt sustainable practices.

**YOU DEMONSTRATE OUR VALUES:**

Our Values are central to the way we work and are the cornerstones for how we interact with industry, community, business partners, governments, and each other:

- We keep regional South Australia at our core **(Place)**
- We generate local and national legacies by embedding artists in regional communities **(Impact)**
- We embrace diverse experiences and perspectives, and address the barriers that keep people from getting involved **(Inclusion)**
- We nurture, celebrate, and showcase creativity from across regional South Australian **(Creativity)**
- We embrace diversity and act with integrity, transparency and generosity **(Respect)**

**WORK HEALTH AND SAFETY OBLIGATIONS:**

- Maintain a commitment to the Work Health and Safety Act 2014 legislative requirements.
- Proactively promote and follow workplace safety procedures and contribute to creating a safe working environment.
- Accept responsibility for your own and other's safety.
- Actively participates in consultation about work, health, and safety issues.
- Identifies and reports hazards and identifies risk controls where appropriate.

**CORPORATE RESPONSIBILITIES:**

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the *Public Sector Act 2009*, Ethical Conduct and the Code of Ethics for *South Australian Public Sector* and their legislative requirements.
- Supporting and advocating Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. Maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other underrepresented groups.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.

## **CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION:**

### **Holds Big Picture View at Local and Individual Level**

- ☐ Sees the big picture and understands how their work contributes to the strategic direction.
- ☒ Understands and supports organisational goals and business objectives.
- ☒ Responds in a positive and flexible manner to change and uncertainty.
- ☒ Identifies, defines and solves problems that may impact on own work objectives.
- ☐ Demonstrates an understanding of both internal and external factors and influences that may affect own work outcomes.

### **Achieves Results**

- ☐ Understands individual and team capabilities and makes effective use of own capabilities.
- ☐ Takes into account the associated advantages and disadvantages of a range of options to deliver the best results.
- ☒ Understands how work practices are governed by Public Sector legislation, regulations and policies.
- ☒ Sees work tasks through to completion with agreed timeframes to achieve quality outcomes.
- ☐ Applies specialist expertise of self and others to achieve business outcomes.

### **Promotes Business Excellence**

- ☒ Provides support to implement new innovative initiatives and promotes change.
- ☐ Gathers and investigates information from diverse sources to keep abreast of new developments and changes in the Public Sector environment.
- ☒ Seeks out and participates in learning opportunities. Understands and acts on constructive feedback and works towards agreed performance standards.
- ☒ Promotes a strong customer service culture by understanding needs.
- ☒ Assists and supports financial monitoring, procurement and contract procedures.

### **Builds Positive Working Relationships**

- ☐ Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other people's expectations and concerns.
- ☐ Can identify conflict in situations and acts sensitively, objectively and constructively to de-escalate conflict.
- ☒ Works collaboratively and shares information with own team and seeks input from others.
- ☒ Builds and sustains positive relationships with team members, stakeholders and clients.
- ☒ Confidently communicates messages in a clear and concise manner using appropriate language.

### **Displays Personal Drive and Professionalism**

- ☐ Acts with integrity & promotes consistency among principles, organisational values and ethical behaviour.
- ☐ Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them.
- ☒ Persists and focuses on achieving objectives in difficult circumstances responding in a positive and controlled manner.
- ☒ Self-evaluates performance and seeks feedback from others. Recognises how behaviour impacts on others.
- ☒ Committed to self-development.
- ☒ Contributes to a culture that values and respects diversity and models this in all interactions.
- ☒ Ensures standards for the safety and wellbeing of self and others are maintained.