

Project Officer Grants Admin Support (Identified)

- **Aboriginal Identified Opportunity**
- **Unique opportunity to join and contribute to Aboriginal strategies and initiatives**
- **Permanent full-time role, based in Parramatta with flexible working arrangements within NSW negotiable**
- **Salary relative to experience and ranges from \$99,431 - \$110,064 (plus super and annual leave loading)**

This is an Aboriginal Identified role where Aboriginal identity, cultural knowledge or connections are a genuine aspect of the role. Positions are specifically noted under the provisions of the NSW Anti-discrimination Act (1977).

Our Aboriginal Strategy and Outcomes team is expanding, and we are looking for a passionate, diligent and well-organised individual to join our team as a Project Officer (Grants Administrative Support).

As a **Project Officer (Grants Administrative Support)** you will support the facilitation, coordination, governance and administration of industry assistance grants. You will also prepare a range of project-related documents for key stakeholders as required, including status updates, reports, budgets and discussion papers to manage the flow of information. You will also support the work of the Manager of the Cultural Fire Management unit.

About You

To be successful in this role you will be a highly motivated professional who thrives in a collaborative work environment and who has an excellent understanding of Aboriginal community governance and structures. It is essential that you have strong communication skills with the ability to develop and maintain effective working relationships with stakeholders. You will also be confident in making autonomous decisions and effective at managing your own workload to balance competing demands within tight timeframes. You will also be confident in providing sound advice regarding the equitable disbursement of funds and be capable of managing a high volume of enquiries from applicants with varied skills and knowledge in grant writing.

This is an exciting opportunity for an individual with demonstrated experience in providing a customer facing advisory service to join a dedicated team who are committed to growing and embedding outcomes with Aboriginal communities through the work of the Department.

Essential Requirements

- Sensitivity to and understanding of Aboriginal land management approaches particularly fire and an excellent understanding of Aboriginal community governance and structures.
- Applicants must be of Aboriginal descent through parentage, identification as being Aboriginal and accepted in the community as such. Aboriginality is a genuine occupational qualification and is authorised under Section 14(d) of the *Anti-Discrimination Act 1997*.
- Demonstrated equivalent industry or professional experience in the relevant area and/or tertiary qualifications in a relevant discipline.
- This role requires extensive travel within NSW and a current NSW Driver's Licence.

Additional information

This role may involve travel both locally and regionally, including overnight travel, as required by the business and/or directed.

A recruitment pool may be created for ongoing and temporary roles of the same role or role type that may become available for filling over the next eighteen months.

Applications close Wednesday, 22 September 2021 at 11:55pm

Should you require further information about the role please contact Vanessa Cavanagh via email at vanessa.cavanagh@dpie.nsw.gov.au

To apply, visit iworkfor.nsw.gov.au and quote job reference number: [517076](https://www.workfor.nsw.gov.au/jobs/517076)