

POSITION DESCRIPTION



Position Title: Grants, Reporting and Planning Officer
Work Level: Professional

Reports to

Manager – Policy, Strategy and Research

Position Overview

The Grants, Reporting and Planning Officer is primarily responsible for coordinating activities to ensure ACON meets its grants reporting requirements, including the collation of client/service data across ACON units and preparation of key performance indicators (KPI) reports. The position also coordinates grant writing and planning activities to guide the development of new services and strategic initiatives.

Main Activities

Grant Reporting and Development

- Collate and analyse client/service data across ACON programs to support service improvements and demonstrate service outputs and outcomes.
- Produce high-quality, accurate and clear KPI reports to satisfy grant reporting requirements.
- Interrogate and provide insights into ACON's client/service data to inform service improvement and development.
- Streamline and improve grant reporting systems.
- Contribute to discussions with ACON funders on yearly KPI targets.
- Ensure greater coordination of grant applications across the organisation, including by maintaining a repository of applications applied for.
- Monitor and share grant opportunities with relevant Managers and Directors.
- Coordinate the development of new grant applications.

Planning

- Coordinate planning processes across the organisation, including the development and review of strategic and business plans
- Maintain appropriate and timely statistics, administrative records, and written reports.
- Actively participate in and contribute to an ongoing process of supervision, unit meetings, team meetings, general staff meetings, quality improvement and professional development strategies.
- Perform other duties to assist with the work of the unit as requested by your supervisor (or designate).

HUMAN RESOURCES USE ONLY		
APPROVED – Manager PSR – Manager HR	GRANTS, REPORTING & PLANNING OFFICER	28 JULY 2021

Selection Criteria:**Essential:**

1. Experience in grant administration, reporting, data analysis, project management or similar roles relevant to the position.
2. Highly developed capability for interrogating, checking the accuracy of data and the ability to present insights clearly.
3. Good writing skills, including a track-record of producing high quality reports for senior management and/or for grant reporting purposes.
4. Demonstrated excellent Excel skills.
5. Significant and demonstrated interpersonal skills, including the ability to listen, communicate clearly and liaise effectively with internal stakeholders.
6. Understanding of and commitment to ACON's communities, particularly people with HIV and people of diverse genders and sexualities.

Desirable:

1. Experience working in the health sector and/or for Commonwealth, State or Local Government.
2. Experience using ODBC and Microsoft queries to extract data from client management databases.