

## POSITION DESCRIPTION

<b>POSITION:</b>	Grants Administrator
<b>AREA:</b>	Operations & Compliance
<b>REPORTS TO:</b>	General Manager - Operations & Compliance
<b>DIRECT REPORTS:</b>	N/A
<b>CLASSIFICATION:</b>	Level 2

### RURAL WORKFORCE AGENCY, VICTORIA LIMITED (RWAV)

RWAV's vision is to achieve health equity for rural, regional and Aboriginal Victorians.

At RWAV we create sustainable health workforce models that support Victoria's rural, regional and Aboriginal communities.

We draw on trusted relationships, smart data and best practice to establish models that are capable, connected and tailored to the communities they serve.

### OUR MISSION

To apply contemporary workforce development strategies that advance rural, regional and Aboriginal Victorians' access to high-quality health care.

### OUR VALUES

It is integral for all of our employees to share in our values of **Respect, Accountability, Collaboration, Innovation and Courage.**

### YOUR ROLE

As a Grants Administrator you will be specifically responsible for the coordination and administration of the Victorian Department of Health's (the Department) Rural and Regional Mental Health Workforce Incentive Scheme (RRMHWS) Relocation and Incentive Grants.

You will also be responsible to support the coordination and administration of a range of other grants and scholarships to rural health professionals in collaboration with other Compliance team members.

The Program Manager, Rural and Regional Mental Health Workforce Incentive Scheme will provide direction and be your point of referral in respect of that Grant.

### KEY RESPONSIBILITIES

#### Administer the RWAV Grant Programs

- Be first point of contact for any enquiries regarding the Department's Rural and Regional Mental Health Workforce Incentive Scheme Relocation and Incentive Grants and back-up point of contact for any other grants that RWAV administers;
- Work in collaboration with the Program Manager, Rural and Regional Mental Health Workforce Incentive Scheme in respect of any issues or matters related to the grant including finalization of

- guidelines, assessment decisions and grant approvals;
- Undertake and support the administrative management and delivery of Grants that RWAV administers and be specifically responsible for RRMHWIS Grant;
- Effectively administer the Grant and Scholarships programs according to relevant guidelines and budget allocations and be specifically responsible for RRMHWIS Grant;
- Efficiently process applications, maintain data entry and perform all associated administrative functions to ensure that all grants and scholarships are delivered in accordance with agreed contracts, policies, procedures and time-frames;
- Record all client contacts in an accurate and up to date fashion on the internal CRM and data base systems (Chilli DB, MARS and JobAdder) and store all applications in accordance with procedures;
- Develop and review processes, policies and procedures to ensure best practice;
- Effectively use in-house database to process grants and track expenditure;
- Prepare and process grants for payment as required;
- Ensure all escalated grant issues are referred in accordance with agreed protocols and procedures;
- Develop and maintain positive relationships with key partners, external stakeholders, and other service providers
- Provide requisite financial and grants data to enable program and contractual reporting to be undertaken;
- Attend events as required to promote the Department's Rural and Regional Mental Health Workforce Incentive Scheme Relocation and Incentive grants and any other grants that RWAV administers
- Provide a strong customer service focus and support
- Other duties as directed in accordance with the priorities of RWAV or the activity work plans for funded programs;

## SELECTION CRITERIA

- Highly developed administration skills including the capacity to set goals, manage processes,
- Proven experience in providing a wide range of administration support services
- Highly developed verbal and written communication skills with the ability to think systemically and strategically
- Proficient level computing skills with proven experience using databases
- Demonstrated excellent customer service and client management experience
- Demonstrated ability to maintain focus with high attention to detail while dealing with multiple demands and deadlines
- Demonstrated teamwork and collaboration skills
- Willingness to contribute to a positive workplace culture
- Current driver's license and capacity to travel to rural and regional areas for business purposes where required

<b>REVIEWED:</b>	May 2022
<b>CONDUCTED BY:</b>	General Manager - Operations & Compliance
<b>APPROVED BY:</b>	General Manager - Operations & Compliance
<b>NEXT REVIEW:</b>	May 2023

As occupant of the position I have noted the role and primary responsibilities as detailed in this document.

Employees Signature: -----

Manager's Signature: -----

Date: -----