

# Position Description

<b>Position Title</b>	Grant Project Coordinator
<b>Portfolio</b>	Member Services
<b>Reports To</b>	Manager Commercial Services
<b>Employment Type</b>	Full Time, Fixed Term Contract (through to June 2026)
<b>Location</b>	West Leederville

## Team Overview

This position sits within the Commercial Services Team which is responsible for planning and managing the delivery of key services and initiatives for members, including grant-funded projects. The position exists on a fixed-term basis aligned to current external grant funding.

## Position Purpose

The Project Coordinator will be responsible for the delivery of a WALGA grant program (supported by funding from the Australian Renewable Energy Agency and the WA State Government) which is assisting Local Governments to transition to battery electric vehicles. This includes managing contracts, administering grant agreements, undertaking data collection and analysis, facilitating knowledge sharing, managing reporting and payments, and actively engaging with Local Government partners. The infrastructure has now all been installed, all the vehicles have been delivered, and the project is now at a reporting, analysis, and acquittals stage.

This position also has opportunity to support and be involved in other related initiatives, such as WALGA's sustainable energy initiatives, and a range of other projects to build capacity and roll out technology across WA's Local Government sector.

## Key Accountabilities

<b>Project and Contract Coordination</b>	<ul style="list-style-type: none"> <li>• Administering commercial contracts, grant agreements, including invoicing, payments, and acquittals in line with the terms of those documents.</li> <li>• Undertaking grant reporting and analysis to meet grant requirements.</li> <li>• Assisting in the engagement and management of consultants as required to support grant delivery and reporting.</li> <li>• Preparing clear and relevant status reports, including for financial reporting and grant administration.</li> <li>• Assisting in drafting project deliverables to meet grant requirements.</li> </ul>
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<b>Stakeholder Engagement and Knowledge Sharing</b>	<ul style="list-style-type: none"> <li>• Build and maintain positive relationships with Local Governments, including grant partners, to deliver grant commitments and identify potential project opportunities.</li> <li>• Assist in planning knowledge sharing events, such as webinars and forums, to facilitate sector learning and capacity-building.</li> <li>• Contribute to developing public reports, presentations, and other materials for stakeholder and public engagement.</li> <li>• Convene the WALGA EV Working Group.</li> </ul>
<b>Grant Administration</b>	<ul style="list-style-type: none"> <li>• Undertake research, data collection and analysis to substantiate project achievements and lessons learned.</li> <li>• Undertake activities to facilitate knowledge sharing, including developing documentation (reports, policies, templates) and organising events and meetings.</li> <li>• Respond to Member enquiries and undertake problem solving.</li> <li>• Providing advice and assistance to Local Governments to assist with grant programs and other capacity-building initiatives.</li> </ul>

## Key Relationships

Who	Why
<b>Internal</b>	
<b>Manager</b>	<ul style="list-style-type: none"> <li>• Escalate issues, make suggestions, and provide updates.</li> <li>• Receive advice and report on progress towards business objectives and future directions.</li> <li>• Provide advice and contribute to decision making.</li> <li>• Identify emerging issues/risks and their implications and propose solutions.</li> </ul>
<b>Team</b>	<ul style="list-style-type: none"> <li>• Support a positive environment through teamwork, sharing knowledge and supporting colleagues.</li> </ul>
<b>Stakeholders</b>	<ul style="list-style-type: none"> <li>• Provide assistance with a range of project-related issues.</li> <li>• Optimise engagement to achieve defined outcomes.</li> <li>• Manage expectations and resolve issues.</li> </ul>
<b>External</b>	
<b>Stakeholders</b>	<ul style="list-style-type: none"> <li>• Establish professional networks and relationships to ensure currency of knowledge.</li> <li>• Manage expectations and resolve issues.</li> <li>• Monitor, direct and address enquiries.</li> <li>• Identify opportunities to profile project success, including coordinating photo and local media opportunities.</li> </ul>
<b>Supplier/Service Providers and Consultants</b>	<ul style="list-style-type: none"> <li>• Manage expectations and resolve issues with service providers.</li> <li>• Manage contracts and monitor the provision of service to ensure compliance with contract and service agreements.</li> </ul>

## Key Competencies

Knowledge and Experience	<ul style="list-style-type: none"> <li>• Demonstrated expertise in project coordination or high-level administration.</li> <li>• Experience in stakeholder engagement</li> <li>• Experience in grant and contract management (Desirable)</li> <li>• Local Government sector knowledge and experience (<i>Desirable</i>)</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• High level interpersonal and communication skills.</li> <li>• High level administration skills, including ability to effectively manage project data and information assets.</li> <li>• Demonstrated problem-solving skills.</li> <li>• High level ability to manage simultaneous and competing priorities through to completion with sound outcomes.</li> <li>• High standard of written communication skills to compile reports, correspondence and resources suitable for different target audiences.</li> </ul>
Behaviours	<ul style="list-style-type: none"> <li>• Demonstrate integrity and professionalism within WALGA and in dealings external to WALGA</li> <li>• Deliver on own commitments and accountabilities</li> <li>• Balances short-term needs with long-term sustainability and growth</li> <li>• Seeks opportunities to foster collaboration beyond immediate work groups or teams</li> <li>• Support others in achieving their goals by encouraging communication, collaboration and shared decision making</li> <li>• Maintain a positive and solutions-oriented mindset in the face of adversity</li> <li>• Develop well-supported recommendations based on research findings, seeking support where needed</li> <li>• Collaborate with stakeholders to enhance project outcomes</li> <li>• Listen to, collect and respond constructively to stakeholder feedback</li> <li>• Show an awareness around the principles of Workplace Health and Safety initiatives, and apply them by taking care and being alert around issues in the workplace</li> <li>• Support a culture of openness regarding mental health and wellbeing, encouraging fellow employees to seek help when needed</li> </ul>
Values	<p>Ability to demonstrate and apply WALGA's values.</p> <ul style="list-style-type: none"> <li>• <b>Respect</b> - We act honestly, with integrity and respect.</li> <li>• <b>Excellence</b> - We strive for excellence and an environment of continuous improvement</li> <li>• <b>Accountability</b> - We take responsibility and work openly and transparently</li> <li>• <b>Collaboration</b> - We value strong relationships and partnerships</li> <li>• <b>Curiosity</b> - We encourage a spirit of enquiry, and an innovation mindset.</li> </ul>