

## Compliance & Grants Officer Position in NSW (Katoomba)

Family Drug Support (FDS) is a caring, non-religious organisation which provides non-judgmental, non-directive support and information for families and friends of drug and/or alcohol users across Australia. Support services and programs for families of drug dependents are recognised gaps in most drug treatment services. Since 1997, FDS has successfully provided programs in this area.

### SCOPE OF POSITION:

FDS is seeking a motivated person to manage FDS grants and compliance requirements in order to support the ongoing operation, effectiveness, promotion and expansion of FDS.

### ACCOUNTABILITIES:

- Manage reporting requirements of grants with FDS Executive Team
- Ensure all funding related compliance reports are prepared and provided in a timely manner
- Monitor expenditure of grants meets relevant terms and conditions of funding
- Explore, develop, and maintain knowledge of relevant grant opportunities for FDS
- Manage information on timing and relevance of funding opportunities for FDS
- Prepare grant applications, proposals, and submissions
- Assist in preparation of relevant FDS Board Meeting papers with FDS Executive Team
- Review and develop grant reporting and acquittal systems, policies, and processes
- Represent FDS on committees and networks
- Focus on developing and strengthening community partnerships and inclusive community options
- (After training) Answer support calls on the office overflow line.
- Maintain efficient/effective office policies and work practices
- Support Development of FDS profile
- Attend events/functions as requested
- options
- Other duties as required

### SELECTION CRITERIA

#### Essential

- Highly developed communication and interpersonal skills
  - Report writing skills
  - Analytical and financial skills
  - Project management experience and skills
  - Data management experience
  - Experienced in using database management and office-based software
-

- Ability to develop close relationships with business/industry, employers, representatives of government and non-government organisations
- Well-developed research and problem-solving skills
- Goals oriented and high level of organisation

### Desirable

- Thorough understanding of the social climate, impact and social issues associated with drug and alcohol use
- Genuine understanding and commitment to a harm minimisation operating model

## LEARNING AND DEVELOPMENT

- Complete any training which may be provided including orientation and on the job training
- Become familiar and abide by FDS's policies and procedures and Code of Conduct
- Complete Fire Awareness and Emergency Evacuation and any other relevant safety training

## TELEPHONE SUPPORT LINE

All office-based employees are required to undertake the FDS volunteers' training program in order to provide telephone support to families when the telephone support line is experiencing overflow.

## CODE OF CONDUCT

The FDS Code of Conduct applies to all employees of FDS regardless of role and nature of employment. The Code of Conduct embraces FDS' values and sets out FDSs' expectations of the conduct and behaviours of all FDS employees. All employees are required to read, agree and adhere to the Code of Conduct.

## QUALITY STANDARDS

All FDS employees regardless of role and nature of employment are required to adhere to FDS quality standards that may be required by the organisation, by legislative requirement or other stakeholders. These quality standards may be amended from time to time at the discretion of FDS or as required by law.

## WORK HEALTH AND SAFETY (WHS) RESPONSIBILITIES

All persons in the workplace have a legal responsibility for the health, safety and welfare of persons in that workplace, including contractors and visitors. All persons will be held accountable for their responsibilities.

**Employees are accountable for, and required to:**

---

- Comply and participate in all FDS policies, procedures and instructions, to ensure that their actions or omissions do not place themselves and others at risk
- Identify and report all incidents, accidents and injuries, prior to completion of work on that day;
- Report any unsafe conditions or hazards which come to their attention and address where possible;
- Participate in team meetings, risk assessments, and consultation and attend and participate in any relevant training or undertake to read communications regarding WHS.

#### ATTRIBUTES:

- **Communication Skills** – Effectively demonstrates competence in utilising oral and written skills in presentation of ideas and listening to others.
  - **Continuous Improvement** - Demonstrates a commitment to process, quality and people improvement initiatives. Actively promotes a safe environment and workplace.
  - **Customer Service** – Handles all customers effectively by listening to customer's needs, acting to meet those needs and checking to ensure needs have been met.
  - **Dependability** – Work performance is of a consistent and competent standard.
  - **Developing People** – The ability to actively work with and coach others in order to create individual growth and development in line with organisational needs. Encourages others to explore solutions for themselves.
  - **Flexibility** – Demonstrates the ability to adapt to change in both job function and work environment.
  - **Information Analysis and Processing** – Demonstrates a competence in being able to analyse information relevant to job role and facilitate its appropriate distribution.
  - **Initiative** – Demonstrates capability to undertake action independent of specific instructions. Self-starter. Seeks a new and better way.
  - **Innovation and Change** – Takes risks in challenging assumptions, generating and implementing imaginative solutions that transform the status quo. Is proactive in dealing with change by managing potential conflict, supporting the team and monitoring progress.
  - **Leadership** – Clarifies team and organisational aims and creates a strong need to achieve them, in line with a clear vision. Ensures individual priorities and activities reflect overall aims.
  - **Monitoring** – Sets up and uses monitoring systems to regulate the activities of self and others. Takes corrective action in a timely manner.
  - **Planning and Organisation** – Demonstrates ability to prioritise work assigned, manages workflow and completes assignments on a timely basis.
-

- **Problem Solving and Decision Making** – Demonstrates ability to assess situations, consider possible solutions, make and communicate decisions and take the appropriate action.
- **Professional Development** – Demonstrates competent and up to date knowledge in the employee's technical and professional area.
- **Safety** – Demonstrates through actions, a thorough understanding of safe work practices with regard to tasks being undertaken.
- **Strategic Planning** – Ability to prepare strategic plans for the organisation that give a clear picture of action required in the future.
- **Teamwork** – Ability to effectively interact with team members, peers and management is clearly demonstrated. Participates as an effective member in meeting the team's aims.

#### REMUNERATION:

Salary package of between \$72,000 to \$76,000 (based on Level 4 of [NSW SACS Award](#) and dependant on demonstrated skills and experience & pro-rata where applicable) plus superannuation, with an option to salary sacrifice. A mobile telephone, laptop computer and printer will be supplied for business purposes and a company car will also be supplied for work use.

#### CONTRACT:

An initial 12 month contracted period will be negotiated with the successful candidate, with the possibility of extension dependant on funding. There will be a 6-month probationary period.

FDS is proud to be an EEO employer. FDS supports an inclusive approach in the workplace. We celebrate our diversity and welcome staff regardless of ethnicity, faith, sexual orientation, gender identity and lifestyle choices. Aboriginal and Torres Strait Islander people are encouraged to apply.

A Federal Criminal Records check will be conducted and is a requirement of on-going employment.

**Applications close: 21<sup>st</sup> January 2022**

Please email application addressing the criteria and your resume to Michael Collins at [michael@fds.ngo.org.au](mailto:michael@fds.ngo.org.au)

---