

# Grants Co-ordinator

## Takawaenga-Tahua Rauora Kōawa



### Whāinga - Scope

As part of an agile, high-performing team in a growing, values-driven programme, this diverse role provides an exciting opportunity to make a meaningful contribution to the largest natural harbour in the Southern Hemisphere and support environmental action across a catchment spanning 6,000 square kilometres.

Reporting to the Business Manager, this role provides administrative support to ensure the effective distribution and management of grant funding to landowners, community groups, iwi/hapū and marae for projects that protect and restore the mauri of the Kaipara harbour. Nested within the Northland Regional Council, the role offers great opportunities to grow in your career through access to on-the-job learning, training and personal development programmes.

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### Kawenga matua – Key responsibilities

This role is one of three roles working inter-dependently to provide leadership in grants administration for Kaipara Moana Remediation. KMR offers two grants – Landowner grants and Whenua Whānui Fund grants. Both grants support sediment reduction projects on the ground and are contracted directly with those taking action.

As the focus of KMR's work is highly seasonal, this role will support grants coordination and administration across the full pipeline, from managing expressions of interest through to contract administration, payments and financial reporting.

#### Grants co-ordination and management

- Support KMR to deliver its funding outcomes by effectively administering grant processes.
- Receive, check and coordinate financial and other documentation to keep digital records up to date.
- Work with others to improve and optimise grant processes, including those delivered via KMR's digital tools.
- Ensure a bi-cultural lens is considered in improvements to grant administration processes and systems so that expression is given to tikanga Māori in particular and the protocols and kawa of the Kaipara Uri member parties.
- Digitally record, distribute, track, monitor and report on the allocation of grant funding.
- Ensure all technical and contract documentation relating to grant application processing, sign-off of completed projects, quality assurance and monitoring of funded projects outcomes is completed in a timely manner.
- Monitor and provide regular and ad hoc reporting to the leadership team on the grant pipeline.

#### Contract administration

- Provide contract administrative support.
- Oversee efficient administrative processes to store, retrieve and process queries about digital grant contracts.
- Check and validate landowner and other information of relevance to grant contracts.
- Using KMR's digital tools and templates, develop grant contracts and submit them to the approving manager.
- Monitor and provide regular reporting to the leadership team on the contracting pipeline.

#### Funds administration

- Receive and check invoices and forward on for approval to the approving manager.
- Liaise with NRC's Finance Team to ensure effective and efficient financial administration and processing.
- Set up payment processes for contracts and assist with the oversight and administration of grant payments.
- Assist with regular budget and financial reporting at the project, programme and organisational level.

- Support annual audit processes as required.

### **Project support**

- Interrogate the digital tools and systems to provide analysis and insight on project and overall programme performance and identify seasonal delivery peaks and pressures.
- Using NRC's guidelines, ensure digital records are kept up to date in Sharepoint and other digital systems.
- Ensure proper storage of a range of contracts including maintaining privacy and confidentiality principles.
- Provide assistance and administrative support to the leadership team for special projects, as directed.
- Work with others to carry out projects as directed to support KMR operations.

### **Health and Safety**

- Observe and adhere to health and safety legislation, guidelines, standards and codes of practice.
- Take all practicable steps to ensure own safety and that there is no cause of harm to others by action or inaction.

## **Ko koe - About you**

You will be a recognised administrator, with experience in granting systems and processes, financial management and reporting.

Your proven experience in grants administration will be of great value to this role as you work with others in a closely-knit team of three to ensure effective oversight of a growing number of grants, including through seasonal peaks of activity through the year.

In line with KMR's kaupapa, you'll bring a strong commitment to empowering and enabling a diverse set of grantees and supporting them through the journey of understanding and accessing KMR grants, and delivering on the contractual requirements required by the grant.

You'll have demonstrated experience of a range of systems and tools that support grant, contract and financial management, and your well-developed project management skills will be key to effective monitoring of KMR's grants pipeline. You will have excellent written communication skills and have a commitment to Plain English principles to ensure KMR's grantees – landowners, iwi/hapū, whānau, community groups and catchment groups – understand what they are signing up to.

You are passionate about the work KMR does, and think you would fit well with our culture, values and busy team.

### **Tohu mātauranga, pūkenga me ngā whēako - Qualification, skills and experience:**

- Ideally a minimum of 3 years' experience in grants administration, business systems or finance.
- A relevant tertiary qualification (diploma level or higher) in business or accounting would be an advantage.
- Previous experience in a similar role is desirable.
- Experience in using digital systems to administer and oversee grant performance.
- Experience in contract administration, including preparation and management of contract documentation.
- A good understanding of business activities, including business planning, financials and systems.
- Experience in use of Microsoft applications especially Word, Excel and Outlook.
- Familiarity with common business applications including payroll, time-sheeting, document management and financial systems including Tech 1 and Sharepoint DM.
- Excellent interpersonal relationship and communication skills.
- Good language skills (listening, verbal communication, reading and writing), with an ability to apply these to a range of technical settings.
- Ability to understand and evaluate client and business needs.
- Experience and understanding of working with iwi and hapū, and familiarity with marae protocol would be an advantage.
- A current full driver's licence would be an advantage.

### **Āhuatanga Whaiaro - Personal attributes**

- Organised, to meet strict deadlines and timeframes, with the ability and flexibility to multi-task and prioritise.
- A high degree of accuracy and concentration, even during times of pressure.
- An eye for detail and for ensuring documentation follows good practice, templates and agreed standards.
- A strong team player.

- A natural ability to build strong working relationships, with internal and external customers, with a high level of social intelligence.
- Displays cultural empathy and awareness.
- Demonstrates a professional, courteous, and enthusiastic can-do, nothing is too much trouble attitude.
- Displays personal and professional integrity.
- Proven ability to personally deliver high quality outcomes.
- Ability to manage workload without much direction (use initiative) and make sound decisions without supervision.
- Ability to cope well with changes and operate in an evolving working environment.

**Term / Position type:** Permanent (0.75 FTE)  
**Reports to:** Business Manager  
**Group and Department:** Kaipara Moana Remediation  
**Location:** Whangārei or Dargaville  
**Date:** December 2024

<b>Declaration</b>	
<i>I have read and understood the contents of this Job Description.</i>	
<b>Name:</b>	<i>(Please print full name)</i>
<b>Signature:</b>	<b>Date:</b>