Position Description

Job title:	Public Benefit Grants Officer
Department:	People & Culture
Work type:	Fulltime
Reports To:	Manager, Public Benefit
Position Reports:	n/a

About the organisation

.au Domain Administration Limited (auDA) is Australia's country code Top Level Domain (ccTLD) administrator and self-regulatory policy body, which oversees the operation and management framework of the .au domain of the internet.

auDA is a community-based not-for-profit public company limited by guarantee. It is endorsed by the Australian Government and has an agreement with the global Internet Corporation for Assigned Names and Numbers (ICANN) to manage the .au ccTLD. Its job is to provide a secure and reliable namespace for more than 20 million Australian Internet users.

Further information on auDA is available at www.auda.org.au. Further information on the Community Grants program is available at www.audafoundation.org.au.

Our Values

Contribute: Locally & Globally

- We serve all Australians and global Internet users.

Better Together

- We collaborate and work together as one auDA.

Strive For Excellence

- We deliver value. On time, every time.

The auDA Board is committed to delivering public impact. One way is supporting innovation by others. The Public Benefit Program was established to contribute to research and education initiatives that increase the utility of the Internet in Australia.

auDA has been awarding Community Grants for since 2006 to projects that promote digital inclusion and innovation.

The new Research and Development funding is intended to drive innovation and impact through the internet.

Position Description

The **Public Benefit Officer** is a member of the auDA People & Culture team, reporting to the Manager, Public Benefit, responsible for supporting the development and delivery of auDA's public benefit programs and procedures.

The primary purpose of this role is to work under the supervision of the Manager Public Benefit to provide administration support for the Public Benefit Program including the Community Grants Program, the Research and Development Initiatives and other activities.

The auDA Public Benefit Program has two streams:

Community Grants: an existing grants program provided to community organisations for projects that seek to improve the utility and accessibility of the internet for the Australian community. This is an annual grants program totalling $600,000 (15 grants of $40,000 each).

Research and Development: this part of the Public Benefit program is at a very early stage. The PB Program Strategy and Theory of Change Framework outline at a high level the intention for multi-year projects/partnerships to strengthen and future proof the Domain Name System (DNS) and enhance its public utility.

The four focus areas of the R&D program are:
- The role of the DNS
- Technical Resilience of the internet

- Governance of the Internet
- Digital Inclusion.

Th R&D program is undergoing design and development for implementation in the second half of FY25.

In addition, the auDA Board has approved five pilot projects to be delivered in FY24/FY25 that address these four focus areas. These are in the early stages of planning and setting up appropriate systems to deliver and monitor and progress and outcomes.

About the role

The Public Benefit Officer role is a full-time position working with the Manager, Public Benefit delivering a range of outcomes.

Key responsibilities:

Management of the Grant process:

- Managing the grants databases including conducting due diligence on applications, follow-up on missing content/further info, tracking communiques
- Managing with promotion and announcement of grant opportunities
- Answering the online/telephone enquiries for the open grant rounds,
- Liaison with database provider and auDA IT department to ensure system security
- Researching and analysing topics of interest e.g. the role of the internet, DNS issues, the digital inclusion needs of focus cohort, best practice in digital inclusion and our Pacific neighbours
- Assist in the preparation of papers and reports for the Public Benefit Program Committee and the Board
- Building forms, workflows, templates in consultation with Manager Public Benefit
- Maintaining accurate records and data entry.

Stakeholder Management

- o Coordination and delivery of external and internal meetings and events
- o Identifying key potential partners and projects
- o Assist in the preparation of papers and reports for the Public Benefit Program Committee and the Board.

Evaluation and Impact

- o Building dashboards and assisting with analysis and reporting
- o Understanding and application of the Theory of Change
- o Reviewing and monitoring proposed input/output/outcome/impact elements and tracking indicators on the grants database where possible
- o Collating data and case studies for inclusion in the auDA Annual Report and other Evaluation Reports.

This role will contribute to the broader auDA organisation and strategy by:

- o Collaborating with auDA Project Management team for efficient delivery of Public Benefit Program activities including mapping and monitoring project milestones and reporting
- o Attending .au member and other events where appropriate
- o Other organisational activities as directed.

Key Selection Criteria

- Demonstrated experience in grant making and administration including proven ability to process applications, reports and acquittals in a timely and accurate manner
- Hands-on experience in using grants management platforms (e.g. Smartygrants/GIFTS/Giving Data/Grants Toolbox) for applications, assessment, monitoring and evaluation
- Familiarity with internet uses and apps
- Demonstrated experience using a PC and MS Office software, especially Excel and Powerpoint
- Demonstrated experience in project and event management

- Demonstrated strong organisation, interpersonal and communication skills, (both verbal and written)
- Ability to work both independently and as a member of a team
- Reasonable understanding of or willingness to understand the internet, its challenges and opportunities for the public benefit of the Australian community and Australia's role in the global debate about the governance of the internet
- Tertiary qualifications in law, finance, public policy or social impact. A Masters in a relevant discipline is desirable.

Skills and Experience

Experience and personal attributes

- Demonstrated experience in end-to-end grant administration in state/local government or a philanthropic foundation will be well-regarded
- Previous experience with grants management database such as SmartyGrants, GIFTS (Blackbaud) or Giving Data will be well regarded
- Proven ability to set priorities and work within timeframes and deadlines
- Minimum three-five years' experience in a senior administration role
- Strong focus on accuracy and attention to detail
- Positive team player.

Important Information

National Police Check, Right to Work, Working with Children and National Personal Insolvency Information Checks will be conducted as part of the selection process.

In the context of OHS policies, procedures, training and instruction, as detailed in Section 25 of the *Occupational Health and Safety Act 2004*, employees are responsible for ensuring they:
- Follow reasonable instruction
- Cooperate with their employer
- At all times, take reasonable care for the safety of others in the workplace.

Supporting our employees balance their work and life commitments

All roles at auDA can be worked flexibly, this underpins a diverse, adaptive and high-performing workforce. The nature and scope of flexible options available will depend on the nature of the position. Applicants are encouraged to discuss flexible arrangements with the hiring manager during the recruitment process.

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