FOODBANK VICTORIA POSITION DESCRIPTION

POSITION	Government Contracts Coordinator		
DEPARTMENT	Commercial		
LOCATION	La Trobe Street		
REPORTS TO	Government Relations Manager		
DIRECT REPORTS	Nil		
KEY CONTACTS	Executive Team, Commercial Department, Community Food Centres (CFCs), Operations Department, People & Culture Team, Fundraising & Marketing Department, Finance Team, Relevant State and Federal Government Departments		
AWARD & CLASSIFICATION	SCHADS, Level 4		
DATE	October 2026	**EXECUTIVE SIGNATURE**	

ROLE PURPOSE

The role of Government Contracts Coordinator is to coordinate Foodbank Victoria's (FBV) Government grants and funding activities through identifying funding opportunities from Government, supporting the applications for funding, preparing and submitting contractual reporting and acquittals. The role also coordinates internal project delivery pipelines for Government contracts, ensuring grants, funding obligations and activities are completed on time.

MAJOR ACCOUNTABILITIES

#1: Reporting and Acquittals (Government Contracts)

- Prepare funding applications, reporting and acquittals for Government contracts.
- Provide regular reporting on contractual obligations and status reports to management.
- Identify government funding opportunities and prepare internal briefings.
- Lead preparation of Government contract reporting, and acquittals.
- Lead preparation of government funding submissions.

#2: Contractual Deliverables

- Coordinate contractual deliverables for Government funded project delivery.
- Facilitate team meetings containing key project team members from across the organisation.
- Use appropriate project tools made available within FBV.
- Internal project team status reporting.
- Ensure deliverables, timelines and schedules are maintained according to agreed contracts.

#3: Government and Industry Representation

- Support FBV representation with Government when required.
- Support FBV led events that Government reps participate in.
- Participate in government forums when required.
- Support maintenance of existing operational relationships with government departments.

#4: Workplace Health and Safety (WHS)

- Comply with all company policies, procedures, and code of conduct.
- Assist achieving our company vision through meeting our legal, moral, and ethical obligations.
- Ensure WHS policies and processes are adopted across the organisation.
- Encourage continuous improvement in WHS practices by recommending changes and implementing agreed improvements.
- Maintain a safe work environment for yourself, team members, volunteers, visitors, contractors, and other external stakeholders at all times.
- Lead by example and display an active commitment to company policy and WHS compliance.
- Identify and report all incidents and safety hazards so that the appropriate review and corrective action can be taken.
- Ensure the office is clean, safe and conducive to work.

TECHNICAL KNOWLEDGE

- Relevant tertiary qualification and/or equivalent professional experience.
- Professional development training undertaken.
- Professional experience in relevant role.
- Experience working with Victorian Government departments or willingness to learn.
- Experience with acquittal process.
- Experience in the use of Microsoft programs, including Outlook, Word, Excel and PowerPoint.
- Understands our markets, supply chain and operations.
- Strong financial and analytical skills.

PERSONAL ATTRIBUTES

- Excellent written and verbal communication skills.
- Ability to work independently and in a team environment.
- Numerical and analytical skills.
- Well-developed organisational and time management skills.
- Current Victorian drivers' license.
- Ability to set aside personal views to promote views of FBV.
- Ability to navigate through government departments and identify and work with key decision makers and stakeholders.
- Exceptional negotiation and influencing skills.
- Ability to build and manage relationships at all levels.
- Seeks feedback and responds appropriately.
- Copes with change, effectively
- Works diligently to meet and exceed accountabilities.
- Makes others feel valued
- Is reliable, consistent and fulfils commitments.
- Maintains confidentiality
- Identifies opportunities to grow or improve the organisation.

VALUES	FOUNDATION BEHAVIOURS
Empowerment	
	• We develop Team Members and each other. • We challenge the status quo. • We provide the opportunity for ourselves and others to experience the value of our work. • We recognise and celebrate our accomplishments. • I have input and ownership.
Accountability	
	• We encourage excellence. • We encourage continuous improvement & learning. • We ensure performance management consistency. • We accept mistakes and learn from them. • I am accountable for my own performance. • I am part of a team.
Respect	
	• We encourage open, constructive feedback. • We give credit where credit is due. • We are inclusive. • We take the time to listen to each other. • We affirm our people. • We allocate tasks that are fair and reasonable to achieve.
Integrity	
	• We explain our decisions. • We do what we say we will do. • We call out an issue when it is evident. • Equal contribution is rewarded equally. • I lead by example. • I am committed to do my best. • I am encouraged to stand up for my beliefs.
Equality	
	• We encourage people to be themselves. • We strive to foster a sense of belonging in our workplace. • We ensure all people we interact with feel welcome, and a part of our family. • We are inclusive with our agencies and partners. • We strive to provide equal opportunity for all - internally and externally. • We call out practices which exclude others.
Diversity	
	• We recognise and encourage diversity in our workplace, in our programs and in the food, we provide to our partners. • We embrace diversity in all our people, their experiences, and points of view. • We value all cultures, backgrounds and genders. • We strive to form a diverse atmosphere for all people to be safe and secure. • By celebrating diversity, we help all people to feel included, safe and secure. • We do not tolerate discrimination. • We recognise and respect differences.