

Curriculum Vitae: David Grant

Personal Details

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Security Clearance: Baseline

Education

2003 – 2004 **Diploma of Business Development**
Canberra Institute of Technology

2017 – 2021 (expected) **Bachelor of Web Design & Production**
University of Canberra

Employment History

Web Manager APS 6 **Department of Defence**
November 2019 – Present **The Runway**

Key responsibilities and achievements include:

- Day-to-day management and success of The Runway, serving as overall custodian and ensuring the ongoing improvement;
 - Strong understanding of CMS and Web Content Management (WCM) systems
 - Work with internal and external stakeholders to ensure alignment between the website and communication strategy;
 - Maintain optimal website performance and manage hosting environment (Drupal 7) CMS;
 - Liase with GovCMS (Dept. Finance regularly, development work and ensure CMS updates are in place;
 - Strong understanding of digital functions that support website including AR/PR, demand generation, paid search, and social media;
 - Liasing with Content Manager for digital content to The Runway;
 - Develop instructional material, update existing and expand upon content; and
 - Ensure website functionality, monitor assets and report on website performance through google analytics.
 - Design of Digital Media content (Strategy)
 - Social media engagement (Facebook / IG) Designed articles.
 - Content Creation and development (Podcast Series and Use of 3rd party engagement tools)
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Lead Policy Officer APS 6 **Department of Health**
November 2017 – November 2019 **Office for Sport**

Key responsibilities and achievements include:

- Sports and Physical Activity - Policy and advice to senior executive and Ministers;
 - Preliminary scoping work on Sport 2030 – engagement and consultation strategy;
 - Project Manager – Sport 2030 – Policy development and implementation of the public document;
 - Leading and contributing to the development of briefings, ministerial submissions/correspondence, and new policy proposals for Ministers and Senior Executives;
 - Department stakeholder/international representation and local government engagement (internal & external) including the Committee of Australian Sport and Recreational Officials (**CASRO**) and Meeting of Sports and Recreation Ministers (**MSRM**);
 - Procurement – Market research evaluation panels, focus group testing; and
 - Leading and supporting the development of documentation to the procurement of services process, including Request for Tender documentation, risk plans and evaluation plans.
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Sports Advisor**Senator the Hon Bridget McKenzie, Minister for Sport**

September 2018 – November 2018

Ministers Office

Key responsibilities and achievements include:

- Providing up to date, timely and concise advice to the Minister daily;
 - Implementing the government's sports and physical activity agenda / policies;
 - Liaising / networking with government departments, senior management and departmental executive including Sport Australia and the Office for Sport;
 - Representation of the Minister at local meetings and events;
 - Meeting with various government delegates, partnership opportunities, National Sporting Organisations (NSOs), Olympic committee members, sports clubs and sports councils; and
 - Oversight and release and launch of government program including Community Sport Infrastructure and Better Ageing grants programs including briefings and media releases for the Minister.
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Skills & Experience

- Website Design Production / Front-end Design (semantic HTML5 and CSS) - Coding through Brackets software - Web Design attribute analysis, website conventions - Marketing Analysis;
- Graphic Design – Media and Content for use.
- Branding and Content Analysis / Typography & Layout Design.
- Website and APP wire framing.
- Managing CMS – Drupal 7, Word Press and many other CMS platforms.
- Ability to network both internal and external stakeholders and manage working relationships;
- Adobe Creative Suite applications (Adobe Photoshop, Illustrator and In-design);
- Google analytics – Tracking visitor flow and interaction, insight into users and develop recommendations;
- Mentoring junior staff, and forming working relationships which assisted in my professional development;
- Branding / Style Guides for National campaign and guidelines;
- Social Media & Communications Strategies – Working closely within the APS on a social media campaign for Girls Make Your Move; SEO promotion, AdWords research and scrutiny & google analytics (Content Development and analysis of information); and
- Representing the Commonwealth at the 2016 International Society for Physical Activity and Health, Bangkok – Thailand.