**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)

**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.

**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.

**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.