Job Description

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| **Job Title** | Regeneration Grants Officer – Regeneration Delivery |
| **Grade** | PO2 |
| **Reporting To** | Regeneration Grants Manager |
| **JD Ref** | BUS0161P |

Purpose

The Regeneration Programme is a core part of the Council Plan supporting Brownfield First and the Local Plan. This post holder will support and work with the Grants Manager to collate and submit a portfolio of grant funding returns. Assessing funding applications received, undertaking due diligence and make recommendations to the Grants Manager. Producing high-quality documentation for all M&E returns with accurate and timely data to support decision-making and monitoring.

Main Duties And Responsibilities

**Behavioural:**

* Enjoy, achieve, create impact, and thrive in the role and organisation.
* Live our values in the role and organisation.

**Regeneration Delivery specific duties & responsibilities:**

* Support the Grants Manager in a range of monitoring and evaluation returns to external funders in line with the Council’s GFA. Tasks include:
  + Request, review, validation & payment of all individual project claims
  + Consolidated programme claim to external funders such as DLUHC, Homes England and LCRCA – includes expenditure, forecasting, narrative progress & risk register info
  + Monitoring of programme expenditure milestones and alerting risks to spend profile;
  + Submission of change control process – internal and eternal as required
  + Compliance management of funding requirements
* Support the wider Regen Delivery team in procurement and raising purchase order numbers via the Oracle Fusion system (training provided).
* Undertake benchmarking activity to identify best practice to inform regeneration activity and ensure the Council takes a long-term strategic approach to the delivery of effective and efficient regeneration projects and programmes.
* Interrogate, analyse and report on project and programme data, including information relating to finance, milestones, risks, benefits and stakeholder engagement.
* Collaborate with colleagues, partners and stakeholders to ensure timely submission of all grant monitoring returns.
* Keep up to date with research, data and feedback relevant to the role.
* Support the Grants Manager to ensure good governance at all times through provision of project and programme documentation to required deadlines and standards, including updates and escalations to relevant governance boards.
* Collate and create information on the progress and achievements of regeneration activity to communicate this to stakeholders in a creative and engaging way.
* Undertake training and personal development as required to meet the needs of the organisation and to best serve Wirral’s communities through applying best practice in regeneration.

**Compliance:**

* Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.

**Other:**

* Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

**Qualifications**

Essential

* Educated to Degree Level or equivalent.

*Desirable*

* *Recognised project management qualification, accountancy, or relevant experience*

**Knowledge & Skills**

Essential

* Good understanding of the factors which impact on the development and delivery of projects and programmes.
* Demonstrable skills in working strategically across departments and teams, within the Council and externally, to deliver key outcomes and priorities akin to those within the service.
* Knowledge and skills relating to the management of external funding and grant returns.
* Demonstrable knowledge of the Government’s policy for regeneration.
* Ability to influence and communicate effectively via various channels, across all levels.

*Desirable*

* *Demonstrable skills in a compliance or risk management role.*
* *Awareness of the local government landscape and the services it provides.*

**Experience**

Essential

* Demonstrable experience of grant management and monitoring and evaluation returns to external funders.
* Demonstrable experience of managing grants which require working with external partners, organisations or businesses.

*Desirable*

* *Experience of a regeneration related work area eg: place making, capital projects, housing, employment & skills, inward investment.*

Additional Information

Ability to travel across the Borough and work from various locations.

Work hybrid, with a flexible working approach to accommodate service needs.

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations:

* Lone working

Approved By: Marcus Shaw (AD Property and Regeneration Investment)

Date Of Approval: 15th April 2024