

**JOB DESCRIPTION AND PERSON SPECIFICATION**

|  |  |
| --- | --- |
| Job Title: | Funding Monitoring Officer |
| HBC Grade: | **HBC 7** |
| Service: | **Programme Office** |
| Division: | **Investment & Development** |

|  |
| --- |
| **Main Purpose of the Role** |
| The main purpose of the post will be to support with the monitoring of a range of Halton Borough Council’s externally funded initiatives, e.g. Town Deal. The post will be responsible for the fulfilment of the Council’s Accountable Body role in respect of these multi-million pound programmes. The post will take responsibility for aspects of the close monitoring and evaluation of expenditure, outputs and outcomes at both a programme and a project level reporting into the Combined Authority, DLUHC and DWP, ensuring that HBC is not subject to unnecessary clawback. |

|  |  |
| --- | --- |
| **Key Duties** | |
| **1** | Liaising and negotiating on HBC’s behalf with a wide range of external agencies and organisations, including the CA and DLUHC, in respect of the monitoring of large-scale externally funded projects and programmes, thereby contributing to the social and economic regeneration of the borough |
| **2** | Ensuring that documentation, record-keeping, accounting and communication is maintained within relevant HBC colleagues and external partners, to ensure effective partnership working across the statutory, voluntary and private sectors and clawback is not implemented. |
| **3** | Support with the planning, monitoring and reviewing expenditure, as well as outcomes, against the programme budget to ensure projects are delivered to programme profiles. |
| **4** | Support with the implementation and financial management of multi-million pound programmes and projects |
| **5** | Maintain an in-depth knowledge of relevant policies, procedures and legislation relating to the implementation of relevant funding programmes and projects, interpret policy and guidance and provide briefings on this on request for senior colleagues and members. |
| **6** | Liaise with key stakeholders and colleagues at the CA and Government and support with any issues that arise. |
| **7** | Prepare and submit individual project and cumulative quarterly claims verifying supporting information for arithmetical accuracy as required by the funding providers within the agreed deadlines. |
| **8** | To ensure that all necessary monitoring data is prepared for progress meetings with Prime Contractors and provide support at such meetings. |
| **9** | Support with the development of appropriate policies and strategies as appropriate. |
| **10** | Prepare progress reports to relevant Council and external committees where appropriate, to include preparing reports/papers on programme/projects management and performance. |
| **11** | Lead on developing and maintaining hard copy files and e-records which are comprehensive, accessible, current and compliant. |
| **12** | Contribute to the production and implementation of the Divisional Plan in the area of expertise specified. |
| **13** | Implement effectively and proactively the Council’s Equal Opportunities Policy. |
| **14** | Implement effectively and proactively the Council’s Health and Safety Policy |
| **15** | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Education / Qualifications** | **Essential** | **Desirable** | **How Identified** |
| Educated to degree level or equivalent. |  | All essential qualification certificates must be presented at interview. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Experience** | **Knowledge** | **Skills & Abilities** | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | Experience of the issues relevant to the post gained in a local authority or an organisation of comparable complexity. | Substantial knowledge of European funding programmes. | Excellent written and oral communication skills, including the ability to make effective presentations and to prepare written reports. | Application / Interview /Assessment |
| Substantial experience in the preparation, delivery and monitoring of large-scale funding bids. |  | Ability to interpret, manipulate and present complex numerical data. | Application / Interview /Assessment |
| A record of achievement in your career. |  | Ability to represent the Council effectively at meetings with outside bodies and agencies. | Application / Interview /Assessment |
| Experience of successfully contributing to a team to achieve its objectives. |  | Self-motivated with ability to organise own work effectively with minimum supervision. | Application / Interview /Assessment |
| Experience of leading on project development and management of multi-million pound programmes. |  | Effectively work as part of a team. | Application / Interview /Assessment |
|  | Experience of leading on project development and management of multi-million pound programmes. |  |  | Application / Interview /Assessment |
| **DESIRABLE** | Experience of trouble shooting and resolving complex queries and issues |  | Good interpersonal skills with ability to form effective networks. | Application / Interview /Assessment |

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
|  |  | Application / Interview /Assessment |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

**The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff, workers and volunteers to share this commitment.**

For office use only:

|  |  |
| --- | --- |
| **Date Created:** |  |
| **JE Ref:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.