**Northumberland County Council - JOB DESCRIPTION**

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| **Post Title: Regeneration Funding Investment Officer** | | | **Director/Service/Sector Place Directorate**  **Economy & Regeneration Service**  **Corporate Programmes & External Funding Team** | | **Office Use** |
| **Grade: Band 6** | | | **Workplace: County Hall & other locations in accordance with the Agile Working Policy** | | **JE ref:3424**  **HRMS ref:** |
| **Responsible to: Corporate Programmes & External Funding Manager** | | | **Date: 23rd May 2018**  **Updated: 16th May 2018** | **Manager Level:** |
| **Job Purpose: To establish and manage the Council’s External Grants Register and lead the co-ordination and acquisition of external funding opportunities which deliver the priorities of the Regeneration Investment Pipeline.** | | | | | |
| **Resources** | Staff | No direct staff but will be required to supervise junior staff for specific tasks | | | |
| Finance | | Supporting the acquisition of funding for projects with a value of upto £10,000,000 | | | |
| Physical | |  | | | |
| Clients | | A variety of internal and external clients seeking support and information around external funding for identified strategic projects. | | | |
| **Duties and key result areas:**   1. Develop, implement and manage an electronic Grants Register to enable the Council to record, monitor and manage external funding. 2. Develop, design and disseminate Grants Register guidance procedures for use by Council services. 3. Act as the lead contact officer for the Grants Register and manage the accurate updating and reporting of the grants register 4. Prepare concise and coherent reports to a professional standard for Senior Officers and Directors which have addressed critical issues such as funding bid for, secured and sources of funding identifying trends and gaps. 5. Establish and manage a Regeneration External Funding Control Database and review and register relevant funding opportunities 6. Undertake research and analyse external funding opportunities to support the acquisition of external funding to ensure that NCC maximises the opportunities that arise to deliver the priorities of the Regeneration Pipeline 7. Lead the updating of the Regeneration Pipeline and Town Status reports. 8. Obtain information from Project Leads on the status of pipeline projects and interpret this into relevant pipeline data 9. Be responsible for the provision of technical reports for the Regeneration Investment Group (RIG) and Network for External Funding (NEF) 10. Provide the Secretariat function for the RIG and NEF 11. Manage the organisation of funding workshops. 12. Manage the establishment and maintenance of a strategic reference resource to support the development of funding bids 13. Contribute to the effective internal and external communications systems within the team, including web-site and bulletins. 14. Contribute to the development of programme and project bids for external funding. 15. Design, develop and maintain an easily accessible library of funding guidance and regulations and where appropriate prepare and circulate summary documentation 16. Lead on the provision of funding criteria and requirements in relation to key funding programmes. 17. Effectively deal with funding enquiries or where appropriate directing to alternative sources of information. 18. Attend, as a representative of NCC, workshops / seminars held by funders and ensure that relevant information is disseminated to senior officers and project applicants. 19. Other duties appropriate to the nature, level and grade of the post. | | | | | |
| **Work Arrangements** | | | | | |
| Transport requirements:  Working patterns:  Working conditions: | | Requires travel to Partners and meetings throughout the County and North East LEP Area  Flexible working arrangements with the need to work outside of normal working hours as required.  Limited exposure to working outdoors. | | | |

 **PERSON SPECIFICATION**

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| **Post Title: Regeneration Funding Investment Officer** | **Director/Service/Sector: Place Directorate**  **Economy & Regeneration Service**  **Corporate Programmes & External**  **Funding Team** | Ref:TBC | |
| **Essential** | **Desirable** | **Assess by** | |
| **Knowledge and Qualifications** | | | |
| Degree or equivalent qualification in a relevant area  An advanced knowledge of the use and development of IT applications  An advanced understanding of relevant legislation, regulations and policy in relation to funding for Regeneration and Economic Growth initiatives  A detailed knowledge of external sources of grant funding across all sectors. | Knowledge of Google Applications and Microsoft Office | |  |
| **Experience** | | | |
| Extensive recent experience in developing spreadsheets and databases.  Experience in the use of project management software systems  Extensive experience in the use of Grant Search techniques and systems  Extensive recent experience of external grant funding regulations and programmes.  Extensive recent experience in the development of projects and funding bids  A successful track record of engaging effectively with officers at a Senior level and building productive working relationships and obtaining buy in to a project.  Experience of the provision of secretariat functions for Boards and Committees | Experience in the use of GrantFinder | |  |
| **Skills and competencies** | | | |
| Advanced IT skills especially in the development and use of spreadsheets and databases.  Ability to source, interpret, manage and disseminate complex information in a style appropriate to the audience  Ability to plan own workload to meet required objectives  Excellent organisational skills with the ability to react quickly to changing priorities  Ability to develop strong working relationships and obtain buy in from colleagues  Confident and competent in expressing own views and an active participant in internal and external meetings  An ability to source, interpret and disseminate information in a logical manner  Persistence in applying a methodical and systematic approach to problem solving  Ability to move quick and accurately between different areas of work  Ability to work independently with a collaborative approach to work  Strong analytical skills and concentration levels  Ability to partake in and promote a culture of team working to achieve the agreed objectives |  | |  |
| **Physical, mental, and emotional demands** | | | |
| Needs to maintain extensive periods of concentration and work to a high level of accuracy.  Needs to work under pressure and meet tight deadlines  Normally works from a seated position with some need to walk, bend or carry items. |  | |  |
| **Other** | | | |
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Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits