

Northumberland County Council - JOB DESCRIPTION

Post Title: ESF Compliance and Systems Officer		Director/Service/Sector: Corporate Programmes & External Funding Team Transformation Group		Office Use
Grade: Band 5		Workplace: County Hall		3471
Responsible to: External Funding Project Manager		Date: 09/01/2019	Manager Level:	
Job Purpose: To provide ESF and funding related technical advice and support in respect of the establishment and operation of monitoring and compliance systems for externally funded projects being delivered by both Northumberland County Council and external organisations.				
Resources	Staff	Will be required to advise members of staff within the Corporate Programmes team and within external organisations.		
	Finance	Will have responsibility for the compliance of project budgets seeking external funding and preparation of claims for projects with an average value of c£500k		
	Physical			
	Clients	A wide variety of internal (cross departmental) and external clients (businesses, public sector partners and VCS organisations) Significant interaction with internal and external project managers.		
Duties and key result areas:				
<ol style="list-style-type: none"> 1. Provide advice and technical support for the establishment of robust project monitoring and recording systems which meet ESF and other external funding compliance requirements. 2. Act as the Lead Officer for the verification of evidence provided by contractors for project deliverables to enable contract payments to be authorised and paid. 3. Establish and maintain programme databases which record beneficiary data and ensure duplicate outputs are not claimed. 4. Have responsibility for the collation, compilation and submission of compliant and verified output information in relation to projects grant claims. 5. Provide Support on European grant compliance requirements within the team ensuring that all current requirements are understood and implemented 6. Act as primary point of contact with external organisations for inspections and resolution of output related issues e.g. Article 13 inspections 7. Provide advice and support to managers and officers in the implementation of robust output, impact and result systems and technical requirements for grant funded projects managed by NCC and partners 8. Design, develop, implement and monitor output and result processes and procedures which meet the compliance requirements of external funding providers and adhere to NCC contract and procurement regulations. 9. Establish and maintain paper and electronic files which meet with external funders audit requirements, data protection requirements and minimise risk to the Accountable Body 10. Highlighting performance and associated issues to project managers. 11. Arrange project audits, prepare information for the audit and respond to audit queries. 12. Support the work of the wider corporate programmes and external funding team. <p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders will be expected to undertake duties and responsibilities relevant to the nature, level and extend of the post and the grade has been established on this basis.</p>				
Work Arrangements				
Transport requirements:		Will involve visits to projects off site.		
Working patterns:		Flexible working arrangements with the need to work outside of normal working hours as required.		
Working conditions:		Office Based		

PERSON SPECIFICATION

Post Title: : ESF Compliance and Systems Officer	Director/Service/Sector: Corporate Programmes & External Funding – Transformation Group	Ref:
Essential	Desirable	Assess by
Qualifications and Knowledge		
<ul style="list-style-type: none"> • NVQ Level 4 or equivalent in business or finance and/or 3 years experience in a similar role • Knowledge of programme databases including MCIS. • Excellent technical knowledge of European output, result and outcome requirements with experience of implementation • A good understanding of grant management procedures within an accountable body setting. 	<p>Understanding of project application and approval procedures. Knowledge of Oracle E-Business Knowledge of the technical requirements for external funding including EU state aid and procurement regulations A good understanding of regional and local regeneration procedures, policies, and best practice. Well-developed knowledge of financial administration procedures and systems</p>	
Experience		
<ul style="list-style-type: none"> • Experience in a compliance role. • Significant experience of external grant funding regulations and programmes. • Experience of budget management within a public sector organisation • Recent experience in working collaboratively with other Partners • Significant recent experience of European output, result and outcome. • Experience of dealing with project budgets and grant claim procedures. • Significant experience of project management software systems 	<p>Experience of PMS and MCIS Training or coaching qualifications Knowledge of ESF and a range of other external funding</p>	
Skills and competencies		
<ul style="list-style-type: none"> • Advanced IT skills and able to effectively use IT to achieve work objectives. • Excellent organisational skills with the ability to react quickly and handle a diverse workload. • Excellent Interpersonal and communication skills to gain respect, trust and confidence of internal colleagues, senior managers, external funding agencies and project applicants. • Well developed networking, partnership and support skills. • Effectively expresses views using appropriate means depending upon the audience. • Analytical skills and an aptitude for developing solutions to problems. • Numerate and skilled at analysing/reasoning with business related statistics. • Prepare written, verbal and other literature to an appropriate professional standard. • Excellent Negotiation skills at all levels and able to persuade others to an alternative point of view. • Dependable, reliable with a commitment to completing work on time. • Ability to partake in and promote a culture of team working to achieve the agreed objectives. 	<p>ECDL</p>	
Physical, mental, emotional and environmental demands		
<ul style="list-style-type: none"> • Normally works from a seated position with some need to walk bend or carry 		

items <ul style="list-style-type: none"> ● Needs to maintain general awareness, with lengthy periods of enhanced concentration ● Needs to deal with periods of significant pressure during claim periods. ● Flexible and innovative to respond to a wide variety of changing needs ● Sympathetic to and tolerant of a wide range of personalities and abilities, whilst able to focus on requirements of performance and financial monitoring 		
Motivation		
<ul style="list-style-type: none"> ● Models and encourages high standards of honesty, integrity, openness, and respect for others. ● Promotes and encourages a Partnership approach to working. ● Proactive and achievement orientated ● Works within a culture of mentoring. 		
Other		

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