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**JOB DESCRIPTION**

**REGENERATION & NEIGHBOURHOODS**

**JOB TITLE:** YEI CONTRACT OFFICER

**DIVISION:** LEARNING & SKILLS

**GRADE:** BAND 10

**Purpose of Post**

1. To implement and maintain quality procedures that support the delivery of a high quality effective project, in accordance with contractual requirements.
2. To provide support to internal and external partners and Delivery Partners, in order that quality standards for systems and delivery can be implemented and maintained.
3. To ensure financial costs submitted by Delivery Partners are eligible and a robust audit trail is in place to support the costs.
4. To provide support in the management of Delivery Partners to ensure that contractual obligations are adhered to and targets are achieved.

**Relationships**

All staff will be expected to promote team working within their particular staff group/service area but also across the Department as a whole, with corporate colleagues, with staff from other agencies and representatives groups and working with Elected Members as appropriate.

**Key Relationships**

* Department of Work and Pensions
* Job Centre Plus
* Delivery Partners
* Tees Valley Unlimited
* Employers
* Other Council Departments
* Participants

**Main Duties and Responsibilities**

1. To support the delivery of YEI project on behalf of the five local authorities of the Tees Valley.
2. To provide support to the Project Co-ordinator in respect of the monitoring of the project financial claims, outputs and outcomes.
3. To assist in the implementation and on-going monitoring of quality procedures and processes within delivery partners to support the delivery of the YEI project.
4. To monitor delivery patterns of Delivery Partners within the allocated Local Authority area.
5. To monitor the delivery of Delivery partners to ensure the quality of provision meets contractual requirements
6. To monitor delivery and ensure outputs are achieved and where issues are identified highlight to the YEI Project Co-ordinator/YEI Programme Manager so remedial action can be taken where necessary.
7. To assist the YEI Project Co-ordinator /YEI Programme Manager in all aspects of contract management and actively participate in team meetings/project reviews.
8. Responsible for providing support to maintain and enhance the delivery of high quality youth employment initiatives.
9. To undertake monthly review meetings with Delivery Partners to ensure contract compliance and achievement of targets.
10. To track participants on a monthly basis to ensure progress is being made towards their objectives.
11. Assist in the monitoring processes, ensuring all administration staff are fully conversant with processes and the evidence required to enable draw down of funding against eligible costs.
12. Support the Project Coordinator in undertaking initial assessments of potential sub-contractors to ensure that sufficient procedures and policies are in place in accordance with our contractual obligations.
13. Any other duties of a related nature that might reasonably be required and allocated to the post holders.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: October 2015

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

The Tees Valley Pathways & Routeways Programmes are part-funded by the European Social Fund and supported under the Youth Employment Initiative. This covers the period 1st October 2015 to 31st July 2022.