**JOB DESCRIPTION**

**Post Title:**  Claims and Monitoring Officer

**Post Reference:** TVCA

**Grade:** J

**Responsible to:** Claims and Monitoring Manager

## Job Purpose

The role will support the Claims and Monitoring Manager in the administration and monitoring of the TVCA Multi-Year Investment Programme as part of the delivery of the Tees Valley 10 year Investment Plan. The Investment Programme currently stands at £588 million with potential for further devolution from Central Government.

Key responsibilities include supporting the Claims and Monitoring Manger in developing, setting up and administering the investment programme to meet the monitoring requirements of the ‘Single Pot’ Assurance Framework agreed with Government. The role will require working with a wide range of partners from multi-disciplinary backgrounds to ensure effective communication, management and delivery of projects and programmes. The role will be expected to work independently with the project leads to ensure they are aware and able to meet the financial claims and monitoring requirements.

## Duties & Responsibilities

Support the Claims and Monitoring Manager by setting up and coordinating the delivery, closure and evaluation elements of the ‘Single Pot’ Assurance Framework. Direct duties include:

1. Design and implement effective monitoring and accounting systems, ensuring compatibility with the funding organisations’ requirements;
2. Design, implement, collate and manage all information from partners to analyse and report on programme performance using a range of electronic systems;
3. Work closely with Finance colleagues to maintain financial forecasts and reporting for the multi-year programme;
4. Assist in the development of performance reports for various governance groups and submission to government;
5. Seek, negotiate and obtain any additional information from the project leads as required; and
6. Liaise with partners to ensure consistency and good practice.

Work independently with projects at delivery stage to ensure the following:

1. Clear audit trails are in place for all decisions made in relation to the projects from inception through to closure;
2. Prepare for and undertake Project Engagement Visits, ensuring all relevant documentation is handed over to the projects and support needed is identified and provided;
3. Manage the claims, monitoring and evaluation of projects, ensuring rigorous tracking procedures are in place to monitor, review and forecast performance against targets;
4. Gather and process detailed evidence from the proposal leads within tight deadlines, identifying any missing information or queries to ensure compliance and robustness under scrutiny;
5. Assist with external audits and project closure visits of the TVCA investment programme;
6. Develop and maintain good working relationships with partners organisations, government and a range of organisations, which can assist in the development and delivery of the Investment Programme;
7. Contribute to the development and delivery of the Strategic Communication Plan to ensure progress is communicated effectively to residents and key partners, this includes providing content and updating the website;
8. Develop and maintain appropriate systems, policies and procedures and share good practice within the team and more widely to ensure consistency in approach, and put in place necessary procedures to ensure business continuity at all times;
9. Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
10. Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act.
11. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
12. Take reasonable care of your own health & safety and co-operate with management, so far as is necessary, to enable compliance with the authority’s health and safety rules and legislative requirements.
13. To ensure that all clients both internal and external, receive a consistently high quality level of service.