

## JOB DESCRIPTION

<b>Post Title:</b>	Project Performance Officer
<b>Post Reference:</b>	TVCA
<b>Grade:</b>	J
<b>Responsible to:</b>	Project Performance Manager

### Job Purpose

The role will support the Project Performance Manager in monitoring the delivery and performance of projects within the Tees Valley 10 year Investment Plan, which currently stands at £588 million, with potential for further devolution from Central Government.

Key responsibilities include developing and administering monitoring processes to meet the requirements agreed with Government, compare the performance of projects against their agreed targets and obtain realistic forecasts for future activity. The role will require effective communication with a wide range of partners from all sectors and disciplines to ensure regular and accurate performance information is collated, analysed and reported. The role will be expected to work independently with the project leads (internal and external).

### Duties & Responsibilities

Support the Project Performance Manager by developing and implementing effective monitoring processes covering the delivery and closure of projects, to ensure compatibility with the funder requirements. Direct duties include:

1. Request, collate and analyse project performance information from project leads using a range of I.T. and management information systems;
2. Compare the performance of projects against their agreed targets (finance, outputs, key dates) and obtain realistic forecasts for future activity;
3. Work closely with TVCA Finance colleagues to initiate payments to projects at key stages and maintain financial forecasts and reporting for the Investment Plan;
4. Assist in the development of performance reports for various governance groups and submission to Government;
5. Undertake meetings with projects throughout their lifetime, ensuring monitoring requirements are clear and any required support is identified and provided;
6. Ensure rigorous tracking procedures are in place to review and forecast performance against targets;
7. Check detailed evidence is provided and retained by projects, identifying any missing information and resolving queries to ensure clear audit trails are in place;
8. Identify and report any issues or risks relating to the performance of projects, supporting delivery partners with any requests for variations to projects;
9. Assist with external audits and project closure visits of projects and programmes;

10. Develop and maintain good working relationships with project leads, partner organisations and Government, to assist in the successful delivery of the Investment Plan;
11. Work with TVCA Communications colleagues to ensure performance is communicated effectively to residents and key partners, including updating the TVCA website;
12. 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;
13. Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
14. Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act.
15. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
16. 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.
17. To ensure that all clients both internal and external, receive a consistently high-quality level of service.