Northumberland County Council
JOB DESCRIPTION

Post Title: Programmes Monitoring and Reporting Officer (HAF)	Director/Service/Sector: Regeneration		Office Use
Band: 7	Workplace: County Hall		JE ref: 3833
Responsible to: Programmes and Funding Manager	Date: April 20	Manager Level: 3	HRMS ref:

Job Purpose:	To manage and co-ordinate the monitoring and reporting function for externally funded projects and programmes within Regeneration. To provide advice and support to project applicants on financial and output reporting systems required to comply with grant regulations.	
Resources	Staff	Directly managing a team of up to 5 administration staff including management and training of modern apprentices.
	Finance	Will have responsibility for verifying grant claims with annual value of c£8m.
	Physical	Maintain and operate information systems and be responsible for the effective provision of equipment and facilities.
	Clients	Providing advice and interpretation of guidance to A wide variety of internal (cross departmental) and external clients (businesses, public sector partners and VCS organisations) Significant interaction with ONE project officers

Duties and key result areas:

1. To manage the project and programme monitoring function for grant funded programmes within Regeneration
2. To collate, analyse and interprate monitoring data for incorporation into reports for internal and external purposes.
3. To produce performance reports to enable claims to be submitted to external funding bodies and which assist in strategic and programme decision making.
4. To be the primary contact with ONE and other funding bodies in relation to performance reporting queries.
5. To manage the programme management databases, and design and implement re-configurations to fit with changing programme requirements
6. To supervise the provision of administrative support to Project Officers.
7. To fully understand, articulate and implement the range of guidance from funding providers, translating guidance into practical working systems.
8. To establish and maintain programme guidance documentation in relation to outputs, monitoring and claims.
9. To co-ordinate the provision of information required for the external monitoring and verification programme, and to act as primary contact with ONE for that purpose.
10. To undertake monitoring and/or verification visits for Northumberland projects and produce associated reports.
11. To act as a representative of the County Council providing advice, guidance and training on behalf of the Accountable Body (NCC) to internal and external project applicants on Single Programme, RDPE and other external funders requirements in relation to financial and output monitoring requirements and systems.
12. To ensure that compliant financial and output systems are adopted by projects which minimise the risk to the Accountable Body (NCC)
13. Attend meetings and working groups as required, substituting for the Programme Manager where necessary.
14. Provide professional advice to elected members, senior managers and service users on matters of policy and practice relating to Grant Funding
15. Develop effective and constructive relationships with external partners (business, public and VCS organisations) and colleagues across the Council in order to promote and secure effective partnership arrangements for the delivery of high quality services and projects and to secure maximum investment in regeneration activity.
16. Maintain effective management systems and processes within the service and, in conjunction with senior colleagues, ensure that employees at all levels are fully aware of changes to legislation, strategy or policy.
17. Ensure effective joint working and planning with all relevant external agencies and other services, so as to maximise the opportunities in relation to all aspects of regeneration project development and delivery.

18. Actively promote the role of the service in relation to its activities and policies at local, regional and national level as appropriate.
19. Promote and maintain a positive relationship with employees to develop a climate of harmonious and constructive employee relations

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.

Work Arrangements	
Transport requirements:	Involves frequent travel to meetings, projects and other locations throughout the county and beyond.
Working patterns:	Flexible working arrangements with the need to work outside of normal working hours as required.
Working conditions:	Office based

Northumberland County Council
PERSON SPECIFICATION

Post Title: Programmes Monitoring and Reporting Officer	Director/Service/Sector: Regeneration	Ref: 768
Essential	**Desirable**	**Assess by**
Qualifications and Knowledge		

● NVQ level 4 or equivalent in a business or finance related area ● Evidence of recent and relevant management training ● A good understanding of relevant legislation, regulations, policy, best practice and procedures. ● Detailed knowledge of grant management, monitoring and compliance requirements. ● Commercially aware and understands the relationship between costs and income.	Training or coaching certificate Prince 2 qualification Understands the diverse functions of a large complex public sector organisation and the relevant professional issues. An awareness of current regulations including EU State Aid and procurement regulations.	

Experience

● A minimum of 3 years experience in a similar position within an Accountable Body. ● Significant Experience of grant funding regulations and programmes ● Significant Experience of performance reporting within funding programmes ● Experience of project management software systems ● Experience of managing staff to achieve objectives ● A successful track record of engaging effectively with others at all levels and building productive partnerships with key stakeholders. ● Relevant experience in interpreting policies, procedures and grant regulations	Experience in project management Experience of working with Private Sector Developers / VCS or Charitable Trusts. Experience of PMS and MCIS	

Skills and competencies

● 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. ● 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. ● Negotiation skills 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.		

Physical, mental and emotional demands

Normally works from a seated position with some need to walk, bend or carry items. Need to maintain general awareness with periods of enhanced concentration. Some contact with public/clients in dispute with the County Council.		

Motivation

● 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 ● Shares knowledge and technical expertise with others, helps others apply this in their work. ● Works with little direct supervision.		

Other

Able to meet the transport requirements of the post		

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