

North of Tyne Combined Authority
Job Description



Post title: Claims and Compliance Senior Manager (A4857)

Responsible to: Investment Fund Programme Principle Manager

Responsible for: Staff as allocated

Evaluation: 677 Points

Grade: N11

Job purpose: To take a leadership role on the compliance and contract management functions for the North of Tyne Investment Funds, ensuring projects and programmes are of a high quality and delivered in line with contractual requirements.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To have oversight of the delivery of funding contracts, collating accurate forecast information, quality assuring and authorising financial claims, ensuring projects are performing in line with contractual obligations and that risk is managed effectively.
2. Ensure timely identification, reporting and resolution of concerns and disputes through appropriate channels.
3. Act as a conduit between the PMO and NTCA Legal colleagues, work collaboratively with NTCA officers on issues of non-compliance with a view to finding solutions and overcoming barriers to delivery.
4. Provide support and guidance to colleagues, delivery organisations and grant beneficiaries to ensure externally delivered projects achieve the expected outputs and outcomes, including undertaking on-site monitoring visits to external organisations.
5. As a technical expert provide advice to colleagues, senior leaders and politicians on the development and delivery of NTCA projects and programmes to ensure compliance with our assurance framework, agreed governance arrangements and appropriate rules and regulations.

6. Manage contracts for external appraisals and undertake quality assurance on appraisal reports.
7. To negotiate and establish grant funding agreements to ensure optimum outputs and value for money are achieved.
8. To develop and manage a fit for purpose business process and supporting quality management system for funding programmes, which ensures effective risk management, maximises financial and programme performance, and good governance.
9. To research, network and represent the Combined Authority nationally and regionally, so that the North of Tyne identifies and learns from best practice.
10. To manage allocated staff in line with Combined Authority's procedures to ensure service delivery.
11. To deputise for the Investment Fund Principal Manager as and when required.
12. To promote and implement the Combined Authority's Equality Policy in all aspects of employment and service delivery.