

## JOB DESCRIPTION

**Post Title:** Project Performance Officer (Collaborative Skills Development Partnership – Skills for Growth)  
**Post Reference:** TVCA 268  
**Grade:** J  
**Responsible to:** Project Manager

### Job Purpose

The role will support the administration and performance management of the Collaborative Skills Development Partnership project which is part funded by the European Social Fund.

Key responsibilities include supporting the Project Manager in administering the programme to meet the requirements of the European Social Fund. The role will require effective team working, both internally and externally with a wide range of roles to ensure effective communication, monitoring and delivery of the project outputs and results. The role will be expected to work collaboratively with the project team to ensure regular and accurate performance information is collated, analysed, and reported.

### Duties & Responsibilities

Support the Project Manager by developing, enhancing, and implementing effective monitoring processes and financial data gathering. Supporting collation of information to support delivery and closure of the project, to ensure compatibility with the funder requirements of the ESF Collaborative Skills Development Partnership project. Direct duties include:

1. Design, enhance and implement effective monitoring systems, ensuring compatibility with the European Social Fund requirements.
2. Record, collate and manage all information from project manager, team, and partners to enable analysis of project performance against targets, using a range of electronic systems.
3. Assist in the development of performance reports for various governance groups, internal TVCA reporting and contractual progress review reports as required.
4. Seek, negotiate, and obtain any additional information from the project manager and finance manager as required.
5. Attend relevant team meetings throughout the lifetime of the project, ensuring monitoring requirements are clear and any required support is identified and provided.
6. Support Project Manager in preparing quarterly claims, ensuring information from partners and TVCA spend are accurately recorded on funding partners claim documentation.
7. Identify and report any issues or risks relating to the performance of projects, supporting delivery partners with any requests for variations to projects.
8. Support project manager with procurement of services within the project ensuring all necessary documentation meets ESF procurement guidelines.

9. Check detailed evidence is provided from performance and financial sources and retained by project, identifying any missing information, and resolving queries.
10. Ensure clear audit trails are in place, assist with external audits and project closure ensuring robustness under scrutiny and to meet compliance requirements.
11. Work collaboratively and deputise for Project Support Officers when required.
12. Assist the wider teams in the Combined Authority to support and inform the education, employment, and skills agenda.
13. 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 always ensure business continuity.
14. Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
15. Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act.
16. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
17. 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.
18. To ensure that all clients both internal and external, receive a consistently high-quality level of service.