 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Regeneration		Service Area: Inclusive Growth & Development – Economic Development	
JOB TITLE: Strategic Funding Manager			
GRADE: O			
REPORTING TO: Economic Development Manager			
1.	JOB SUMMARY: To lead on the Council’s approach to external funding by establishing and managing a Strategic Funding team to work collaboratively across all departments, ensuring strategic priorities are met and funding opportunities appropriately sourced to meet Council priorities and aims. To advise and support the development of large strategic bids that support the ambitions of Stockton Council, liaising with government departments and external partners.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To lead on the development of large, collaborative and or strategic funding proposals which will support the strategic aspirations of the Council.	
	2.	To establish and manage a team in the delivery of external funding programmes on behalf of the Council	
	3.	To represent the Council as required in leading on and participating in collaborative funding initiatives with external partners, including providing expert advice and support in the development and management of such initiatives.	
	4.	To be responsible for supporting departments across the Council to bid for tender opportunities, manage tender portals and provide relevant information, advice, and guidance to ensure appropriate bid decisions are made.	
	5.	To support the ongoing development of the Strategic Funding Team, ensuring they understand and support the strategic funding aspirations of the Council and develop strong relationships across departments, to ensure a good understanding of expertise and capacity.	
	6.	To lead and participate in programme and project delivery in accordance with defined governance arrangements ensuring that best practice is maintained in implementation through all aspects of delivery, review, consultation, and communication.	
	7.	To take responsibility to capture, interrogate and analyse data and intelligence to inform service improvement & Council decision making.	
	8.	To manage the monitoring and performance of all external funding on behalf of all departments across the Council	

9.	To liaise with government departments, the combined authority, other local governments, and funders, to understand forthcoming opportunities to draw down funding to support the delivery of Council services.
10	To effectively manage and monitor relevant budgets in accordance with the Council's policies and procedures and generate additional funding support through the preparation of bids and applications
11	To actively collaborate with Council departments, to understand gaps in provision and proactively explore funding opportunities.
12	To develop and maintain a standardised bid process for all Council departments, including bid rationale, tender tracking, and a bid library.
13	To lead in the preparation and presenting of reports to Management, Cabinet, committees, and boards as required
14	To have a sound knowledge of statutory powers and guidelines governing your work area
15	To adopt, utilise and demonstrate Customer Service Excellence principles.
16	To undertake such other duties and responsibilities commensurate with the grading and nature of the post

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high-quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)

Job Description dated October 2023



PERSON SPECIFICATION

Job Title/Grade	Strategic Funding Manager	O
Directorate / Service Area	Regeneration	Inclusive Growth & Development – Economic Development
Post Ref:		


	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> - Educated to degree level or equivalent in a relevant subject area. - Or equivalent demonstrable level of relevant work related experience. - Evidence of ongoing CPD in relevant subject area 	<ul style="list-style-type: none"> - Post qualifying qualification. - Leadership and management qualification or a commitment to work towards. 	Application form
Experience	<ul style="list-style-type: none"> - Significant experience in leading on the delivery of large scale, strategic funding bids. - Significant experience of team management. - Experience of managing performance to agreed standards and targets. - Experience of budget management - Ability to work in stressed and pressurised situations to meet deadlines. 	<ul style="list-style-type: none"> - Experience of working within a multi-agency setting. 	Application / Interview

	<ul style="list-style-type: none"> - Proven experience in decision making skills and abilities. 		
<p>Knowledge & Skills</p>	<ul style="list-style-type: none"> - An understanding of the diverse needs of local government services and how external funding sources can improve outcomes. - An understanding of the funding and financial issues relevant to the development of projects. - Knowledge of funding requirements of European, UK and regional government offices. - Ability to support a team of professional staff engaged in the particular service area for the Authority. - Ability to develop and implement service policies and strategies within a political environment. - A positive, inclusive leadership style, with the ability to inspire and motivate others to achieve results. - Outstanding written, oral communication, influencing and advocacy skills, with the ability to receive, understand and convey ideas and information clearly and accurately which may at times be complex, highly detailed, technical or specialist, both in written and verbal form. - Ability to assess service needs, develop and evaluate programmes and projects/plans to meet those needs. - Highly developed negotiating and organisational skills. 	<ul style="list-style-type: none"> - A good understanding of the relevant policies and issues associated with local government. 	

	<ul style="list-style-type: none"> - Ability to prioritise conflicting demands and requirements, meet tight deadlines and timescales. - Ability to demonstrate stakeholder sensitivity and awareness. - Ability to participate effectively within a structured programmes and projects governance framework and a positive attitude to dealing with issues and risks. - Ability to capture, interrogate, analyse, and interpret complex data and information from a range of sources and use it effectively to inform service priorities and improvements. - Ability to work flexibly and adapt to changing work priorities. - A good knowledge and the practical application of technology applications in Word, Excel, Power Point, Project, Internet, social media, some graphics work, and client relationship management systems. 		
<p>Specific behaviours relevant to the post</p>	<ul style="list-style-type: none"> - Demonstrate the Council's Behaviours which underpin the Culture Statement. - Ability to be innovative in responding to changing situations. - A pleasant and positive personality, with enthusiasm and the ability to inspire others. - The ability to communicate both orally and in writing with a wide range of people and organisations. - High personal standards and self-discipline in working unsupervised and to deadlines. - Ability to work as part of a team involving people from a wide range of backgrounds including residents, businesses, external partners, and Members. 		<p>Application / Interview</p>

	<ul style="list-style-type: none">- Ability to benefit from training relevant to the post.- Confidence to work independently dealing with project issues across all Council departments.- Ability to manage sensitive and confidential information, and knowledge of data protection and data security, where relevant.		
Other requirements	<ul style="list-style-type: none">- Must be able to vary working hours to incorporate evening and weekend meetings as required- Due to the frequent need for travel across the borough and the need to meet business targets, the need to drive a car is a requirement of this post		

Person Specification dated October 2023

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Regeneration	SERVICE AREA: Inclusive Growth and Development
JOB TITLE: Strategic Funding Manager	
GRADE: O	
JOB LOCATION / BUILDING: Municipal Building	
REPORTING TO: <i>Economic Development Manager</i>	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.


Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		x
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		x
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		x

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		X
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos) 		X

Known Risk	Yes	No
<p>Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be:</p> <ul style="list-style-type: none"> ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. <p>The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.</p>		X
<p>Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.</p>		X
<p>Working at Heights - Safety Critical: Employee will be required to work at a height.</p>		X
<p>Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.</p>		X

Other Known Risks		
Known Risk	Yes	No
<p>Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.</p>		X
<p>Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i></p>		X
<p>Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i></p>		X
<p>Lone Working (including Home Working): Employee will be required to work alone.</p>	X	
<p>DSE Users: Employee will be required to use Display Screen Equipment (DSE) <i>DSE Training and assessment should be completed on commencement – arranged by manager</i></p>	X	
<p>Any Other: Please identify any other known risks associated with this job role.</p>		X

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: 

Date: 25.10.23

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department:

Occupational.Health@stockton.gov.uk