

Job Description

Post title	Funding and Data Coordinator
Grade	N7
Directorate	Finance and Investment
Team	Investment Programme Services
Reporting to	Senior Risk Manager
Responsible for	Not allocated

Job Purpose

To develop and successfully deliver high quality financial investment and risk reporting for the North East Mayoral Strategic Authority.

Duties and responsibilities

Listed below are the responsibilities this role will be primarily responsible for:

- Support the preparation and submission of accurate, relevant reports to stakeholders.
- Develop and maintain a robust reporting framework to ensure value for money and efficient delivery of programmes and projects.
- Manage the NE OPS system (or its successor system), including programme creation, contract management, and resolution of technical issues.
- Provide guidance and support to internal and external colleagues on the use of the online project management system to streamline the claims process.
- Design and deliver NE OPS training materials and user guidance.
- Prepare detailed reports for senior leadership, Finance and Investment Board, Programme Boards, and the Director of Finance, offering insights to inform future investment decisions.
- Ensure accurate processing, analysis, and presentation of management information to enable effective monitoring and evaluation of programmes, projects, and funds.

- Provide data and insights to support Freedom of Information requests.
- Engage proactively with business areas to collect timely and accurate data on live and pipeline projects, supporting efficient decision-making at directorate level.
- To develop and maintain positive and collaborative relationships with external and internal partners, to support delivery.
- To promote and implement the North East MSA's Equality Policy in all aspects of employment and service delivery.
- Manage the Symbiant system, including managing user access, report extraction and the design and delivery of Symbiant training materials and user guidance.

Organisational responsibilities

- **Communication**

We communicate effectively with our peers, partners and local authorities and work collaboratively to provide the best possible outcomes. Communication between teams, services and partner organisations is imperative in providing the best possible service to the region.

- **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and in using organisation information assets.

- **Health, Safety and Wellbeing**

We take responsibility for health, safety and wellbeing in accordance with the North East MSA Health and Safety policy and procedures.

- **Performance Management**

We promote a culture whereby performance management is ingrained, and the highest of standards and performance are achieved by all. You will contribute to the organisation's appraisal processes to ensure continuous learning and improvement and to increase organisational performance.

All members of staff will receive appraisals, and it is the responsibility of each member of staff to follow guidance on the appraisal process.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by their manager.

Values and Behaviours

Our values and behaviours are the things that are important to us, individually and as a team. They articulate the way we want to conduct ourselves. Combined, they work together to make us who we are, and we use them to anchor all that we do. The North East MSA values are:

- Strive for brilliance.
- One team.
- Drive sustainability.
- Make it happen.
- Be inclusive.

Equalities and Diversity

We are committed to creating a fairer North East where everyone can thrive with aspirational jobs, new skills, and better homes. All employees are responsible for taking proactive steps to eliminate discrimination, advance equal opportunities and foster good relationships in every aspect of their work.

Special requirements of post

- **DBS**

This post is not subject to a disclosure.

- **Politically restricted**

The North East MSA has designated that this post is not politically restricted in accordance with the requirement of section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State.

Person Specification: Funding and Data Coordinator

The following criteria will be used to shortlist at the application stage and will be further explored at the interview stage.

	Essential	Desirable
Qualifications	Level 4 qualification or equivalent experience in a related field.	
Experience	- Competent in maintaining and administering programme/project management systems (e.g., NE OPS / GLA OPS, or similar), including user registration, programme design/development, and issue resolution. - Proven ability to engage with multiple stakeholders to gather timely, accurate information and drive accountability. - Confident in designing and delivering training materials and sessions (digital and in-person) for systems/processes.	
Skills and Knowledge	- Advanced ability to analyse complex datasets and produce clear, accurate management information and dashboards (e.g., Excel, Power BI). - Strong written communication skills to prepare concise, data-led reports for senior audiences (SLT, Boards). - High level of Excel proficiency (pivot tables, lookups, Power Query) for data cleansing, validation, and analysis. - Skilled at translating technical information into accessible guidance for non-technical users. - Excellent attention to detail and quality assurance skills, ensuring data accuracy, audit trails, and compliance with reporting standards.	Applied knowledge of economy of North East MSA area.

	• Understanding of programme/project lifecycle management, governance, outputs/outcomes tracking, and risks/issues management. • Familiarity with claims processing, contract management basics, and value-for-money principles in public sector programmes. • Understanding of data protection (UK GDPR), records management, audit requirements, and FOI obligations.	
Personal Qualities	• Strong organisational skills: able to manage competing deadlines, prioritise workload, and deliver to agreed timescales. • Proactive, structured approach to identifying issues (technical/process/data) and implementing corrective actions. • Clear, professional communication—both written and verbal—with senior stakeholders and external partners.	
Additional Requirements		