



Coventry City Council



European Union
European Regional
Development Fund

Job Description

Vacancy Reference No:

Job Title:	Programme Officer - CW Innovation Test-Bed (ERDF)	Job Number:	D2829D
Directorate:	Place	Post Number:	010090
Service:	Economic Development Service	Grade:	6
Location:	One Friargate		

Job Purpose:

To provide programme management support for the development and delivery of ERDF-funded projects and programmes. This post will focus on providing support to the Programme Development Manager for the delivery of CW Innovation Test-Bed. *The post is part-funded by the European Regional Development Fund.*

Main Duties and Responsibilities:

1. Support partners with the delivery of the ERDF CW Innovation Test-Bed, including: advising on eligibility, appraising business grant applications, supporting engagement activities.
2. Lead the collation and processing of programme claims to funding bodies and project claims from delivery partners. Appraise grant claims submitted by beneficiaries including local businesses receiving grant support.
3. Lead the development of monitoring systems to track programme expenditure, outputs, risk, issues etc. Use these systems to analyse performance data and implement solutions with delivery partners.
4. Support the financial management of this programme. Working with the Programme Development Manager/Budget Holder to set budgets, monitor and forecast expenditure, claim funds, track income, make payments etc.
5. Lead the management of external audits from the funding bodies, national audit office and European Commission including the collation of procurement, recruitment, publicity, output and expenditure evidence. Undertake Systems Advice Visits and Monitoring Visits to ensure the programme partners have effective monitoring systems and audit trails in place.
6. Support Programme governance structures including Programme Boards and Grants Panels. Assist with the production of meeting papers, briefing Board/Panel members, presenting reports and taking minutes.
7. Support and lead the procurement and contracting of delivery partners.
8. Support the writing of evaluation reports for projects/programmes including the collation of customer/partner feedback, case studies, performance data and impact evidence.

9. Develop strong working relationships with team members, colleagues across the Council and delivery partners to support the delivery of the role's Duties and Responsibilities.
 10. To deputise for the Programme Development Manager when required.
 11. Any other duties and responsibilities which support the development and delivery of the CW Innovation Test-Bed
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Health & Safety

All employees

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Managers and supervisors

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures
- To check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- To inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment
- To report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence

Safeguarding

All employees

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Managers and supervisors

The post holders must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To inform, instruct, train, supervise and communicate with employees and provide them copies of appropriate guidance such that all employees are aware of what may constitute abuse or neglect of children or vulnerable adults, are aware of their duty to report such concerns and comply with this duty
- To report all concerns about potential abuse or neglect of children or vulnerable adults that are brought to their attention to the appropriate officers within the council as described in current policies

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: -

Responsible to: Programme Development Manager,

Date Reviewed: October 2019

Updated: October 2019



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Person Specification

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Area	Description
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Knowledge:	<ul style="list-style-type: none">• In-depth understanding of the principles of and good practice in:<ul style="list-style-type: none">- Regeneration programmes- Grant regimes and processes.- Partnership working- Programme management techniques• External funding financial management
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Skills and Abilities:	<ul style="list-style-type: none">• Good inter-personal skills, confidence in dealing with senior colleagues and external contacts
	<ul style="list-style-type: none">• Ability to communicate clearly both written and verbal
	<ul style="list-style-type: none">• Ability to arrange, store and present information in a helpful and understandable format
	<ul style="list-style-type: none">• Able to conduct successful contract negotiations with service delivery organisations and key stakeholders
	<ul style="list-style-type: none">• Ability to analyse financial and numerical data, performance information, and written information, and draw valid conclusions and produce reports
	<ul style="list-style-type: none">• Ability to undertake basic research
	<ul style="list-style-type: none">• Well established project management skills
	<ul style="list-style-type: none">• Ability to quickly acquire knowledge.
	<ul style="list-style-type: none">• Demonstrable skill in the creation and use of spread sheets, word processing and presentation packages
	<ul style="list-style-type: none">• Ability to work on own initiative and organise, plan work without close supervision.
	<ul style="list-style-type: none">• Ability to generate a culture for change that encourages creative and innovative thinking

Experience:	<ul style="list-style-type: none">• Relevant work experience of regeneration programmes and activities or equivalent experience
	<ul style="list-style-type: none">• Experience in a programme/project management or delivery role, or performance management role

Educational:	• Excellent ability to demonstrate acquiring knowledge
	• Graduate level qualification or equivalent work experience
Special Requirements:	• Enthusiasm for tackling regeneration issues.
	• Occasional work outside normal office hours.

Date Reviewed: Oct 2019

Updated: Oct 2019