



Coventry City Council

Job Description

Job Title:	Programme Officer	Job Number:	D2829D
Services:	Economic Development Service	Post Number:	010126
Location:	Friargate / Enterprise Centre (Coventry University Technology Park)	Grade:	6

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

To provide programme management support for the development and delivery of the Skills 4 Growth project and any other relevant regeneration projects and programmes.

Main Duties and Responsibilities:

1. Support the delivery of Economic Development projects including day to day contract management and stakeholder support.
2. Lead the collation and processing of programme claims to funding bodies and project claims from delivery partners: Advising on eligibility, supporting the collation and appraisal of business grant applications and appraising 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 Economic Development projects and programmes. Working with the Skills and Growth 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 Project/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 the development of new economic development projects and programmes (e.g. business support, access to finance, employment support, physical regeneration) and drafting of funding applications for external funds.
8. Support and lead the procurement, due diligence and contracting of delivery partners.
9. Support the writing of evaluation reports for projects/programmes including the collation of customer/partner feedback, case studies, performance data and impact evidence.
10. Develop strong working relationships with team members, colleagues across the Council, key stakeholders and delivery partners to support the delivery of the role's Duties and Responsibilities.
11. Marketing and promoting skills support through a variety of channels.
12. To deputise for the Skills & Growth Manager when required.
13. Any other duties and responsibilities which support the development and delivery of regeneration projects and programmes.

Any other duties and responsibilities within the range of the salary grade.

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.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

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

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars.

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

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

Responsible for:	N/A	Responsible to:	Skills & Growth Manager
Date Reviewed:	28/08/2019	Updated:	16/05/2022

Person Specification

Job Title:	Programme Officer – Skills 4 Growth	Job Number:	D2829D
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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 including European Funding Partnership working Marketing Programme management techniques External funding financial management including European Funding
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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 Ability to communicate clearly both written and verbal Ability to arrange, store and present information in a helpful and understandable format Able to conduct successful contract negotiations with service delivery organisations and key stakeholders Ability to analyse financial and numerical data, performance information, and written information, and draw valid conclusions and produce reports Ability to undertake basic research Well established project management skills Ability to quickly acquire knowledge. Demonstrable skill in the creation and use of spread sheets, word processing and presentation packages Ability to work on own initiative and organise, plan work without close supervision. Ability to generate a culture for change that encourages creative and innovative thinking
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Experience:	<ul style="list-style-type: none"> Relevant work experience of regeneration programmes and activities or equivalent experience
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	<ul style="list-style-type: none"> Experience in a programme/project management or delivery role, or performance management role
	<ul style="list-style-type: none"> Experience of Post 16 education and training gained from working in an adult education and learning environment

Educational:	<ul style="list-style-type: none"> Excellent ability to demonstrate acquiring knowledge
	<ul style="list-style-type: none"> Graduate level qualification or equivalent work experience

Special Requirements:	<ul style="list-style-type: none"> Enthusiasm for tackling regeneration issues Occasional work outside normal office hours

Date Reviewed:	29/08/2019	Updated:	16/05/22
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