

# Job Description and Person Specification



## Job Description

<b>Job Title</b>	Programme Officer-Migration Team
<b>Grade</b>	6
<b>Service</b>	Migration Team
<b>Reports to</b>	Project Manager
<b>Location</b>	One Friargate
<b>Job Evaluation Code</b>	D2829D



## About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**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:



# About the Service your team will provide

## Purpose of the role / Output

We value diverse perspectives and experiences and are striving to create a workplace culture that is inclusive, is accepting of all and is free from discrimination and bias.

Coventry City Council's Migration Team is dedicated to meeting the needs of newly arriving communities and facilitating a successful integration journey into the city. As leaders in the field of refugee resettlement, we provide support to vulnerable individuals through various initiatives, including employment, education, language acquisition and training enabling them to contribute to the economic, civic and social fabric of our vibrant city. With collaborative partnerships and exciting projects, like "My Coventry", "Mi-Friendly Cities" and "Step Forward," we celebrate diversity while ensuring everyone's rights and opportunities are valued.

Join us in making Coventry a place people choose to live, learn, and work

## Main Duties & Key Accountabilities

### Job Purpose

To oversee the successful delivery of the Migration Team Programme in conjunction with internal and external stakeholders and delivery partner.

### Core Knowledge Job Purpose

1. Support partners with the delivery of Migration related projects advising on eligibility of claims, performance, supporting engagement activities.
2. Lead the collation and processing of programme and project claims from delivery partners. Appraise grant claims submitted by beneficiaries including external partners 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 projects and the programme. Working with the Programme Delivery Manager/Budget Holder to set budgets, monitor and forecast expenditure, claim funds, track income, make payments etc.
5. Lead the management of internal and external audits.
6. Undertake Systems Advice Visits and Monitoring Visits to ensure the programme delivery partners have effective monitoring systems and audit trails in place.

7. Support Project/Programme governance structures including Programme Boards and Steering groups.
8. Assist with the production of meeting papers, briefing Board/Panel members, presenting reports and taking minutes.
9. Support the development of Migration related projects, programmes, and policy work (e.g. health related policy work) and drafting of funding applications for external funds.
10. Support the procurement and contracting of delivery partners
11. Support the writing of evaluation reports for projects/programmes including the collation of customer/partner feedback, case studies, performance data and impact evidence.
12. 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.
13. To deputise for the Project Manager when required.
14. Any other duties and responsibilities which support the development and delivery of regeneration projects and programmes.

## Key relationships

<b>External</b> Migration Team Project Partners	<b>Internal</b> Migration Team and CCC Employees
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## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

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

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

Staff managed by postholder:

N/A

## Person specification

<b>Job Evaluation Code</b>	
<b>Knowledge</b>	
In-depth understanding of the principles of and good practice in:	
Migration related programmes	
Grant regimes and processes.	
Partnership working	
Programme management techniques	
External funding financial management	
<b>Skills and Abilities</b>	
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	
<b>Experience</b>	
Relevant work experience of regeneration programmes and activities or equivalent experience	

Experience in a programme/project management or delivery role, or performance management role
Excellent ability to demonstrate acquiring knowledge
Graduate level qualification or equivalent work experience
<b>Qualifications</b>
<b>Special Requirements</b>
Enthusiasm for tackling regeneration issues.
Occasional work outside normal office hours.

<b>Date Created</b>	October 2020	<b>Date Reviewed</b>	August 2024
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