



Coventry City Council

## Job Description

<b>Job Title:</b>	Programme Officer Migration Team	<b>Job Number:</b>	D2829D
<b>Service:</b>	Migration Team	<b>Grade:</b>	6
<b>Location:</b>	Friargate		

### 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 multiple projects and programmes for partners on the Controlling Migration Fund Projects

### Main Duties and Responsibilities:

1. Support partners with the delivery of Migration related projects including: advising on eligibility of claims, appraising business grant applications, performance, 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 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 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 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 Migration related projects and programmes (e.g. business support, access to finance, employment support) and drafting of funding applications for external funds.
8. Support and lead the procurement and contracting of delivery partners



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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 and delivery partners to support the delivery of the role's Duties and Responsibilities.
11. To deputise for the Programme Development Manager when required.
12. Any other duties and responsibilities which support the development and delivery of regeneration projects and programmes.
13. 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:**      **Responsible to:**      Programme Manager

**Date Reviewed:**      **Updated:**      July 2021



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## Person Specification

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<b>Service:</b>	Migration Team	<b>Grade:</b>	6
<b>Location:</b>	Friargate		

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

<b>Experience:</b>	<ul style="list-style-type: none"><li>• Relevant work experience of regeneration programmes and activities or equivalent experience</li></ul>
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	<ul style="list-style-type: none"><li>• Experience in a programme/project management or delivery role, or performance management role</li></ul>		
<b>Educational:</b>	<ul style="list-style-type: none"><li>• Excellent ability to demonstrate acquiring knowledge</li><li>• Graduate level qualification or equivalent work experience</li></ul>		
<b>Special Requirements:</b>	<ul style="list-style-type: none"><li>• Enthusiasm for tackling regeneration issues.</li><li>• Occasional work outside normal office hours.</li></ul>		
	<ul style="list-style-type: none"><li>• This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</li></ul>		
<b>Date Reviewed:</b>		<b>Updated:</b>	July 2021