

JOB DESCRIPTION

SECTION: Programme & Fund Services (PFS)

JOB TITLE: Assistant Programmes Officer

RESPONSIBLE TO: Assistant Programmes Manager/ Programmes Manager

SUPERVISORY RESPONSIBILITY: n/a

KEY RELATIONSHIPS:

Internal: Programmes Manager; Assistant Programmes Manager; Head of Programme & Fund Services; Programme and Fund Services team; , Corporate Services Team, Other CDC teams delivering funded programmes serviced by PS

External: Clients, applicants, external partners; business and community representatives, government agencies, contracting departments; Cornwall Council Members and officers

MAIN PURPOSE OF THE JOB:

- To play a critical role in supporting the Programmes Team in the administration and compliant delivery of programme funds.
- To provide detailed analysis and appraisal of project applications, and scrutinising claims for funding.
- To provide support to colleagues with more complex project appraisals and claims.

KEY TASKS:

Service delivery

- Provide administrative support to the Programmes Team including undertaking initial checks on applications, maintaining programme systems/databases and ensuring audit files are maintained
- Undertake thorough appraisals and/or technical checks of projects, liaising with colleagues and applicants as necessary
- Recommend outcome of funding proposals to decision makers (including relevant grant panels)
- Provide financial analysis and scrutiny of funding claims and check grant claims against offer letters, leading to recommendation of claims for payment.
- Draft offer or rejection letters and funding contracts for signature by senior members of staff
- Contribute to cross-cutting project or service development activities to enhance the performance of Cornwall Development Company

Relationship management

- Establish strong professional relationships and liaise with Programme Leads, stakeholders and scheme applicants, providing guidance and explanations regarding the submission process and quality standards
- Determine appropriate responses to enquiries from Programme leads, delivery teams and stakeholders, seeking approval where required



Service development

- Monitor the compliance of projects and report to senior staff on opportunities, threats or trends
- Assist senior staff in developing the effectiveness of service delivery

Technical

- Provide advice to all relevant parties on scheme requirements and processes for assigned projects
- Maintain up-to-date professional knowledge of relevant areas to ensure effectiveness of own work

Performance reporting & management

- Monitor established risk and performance indicators, monitoring all assigned projects
- Collate and report on outputs and outcomes as required by the Programmes Manager
- Maintain all internal files and data in accordance with audit and regulatory requirements and company practices

Resource management

- Monitor expenditure on projects ensuring audit and regulatory compliance
- Ensure appropriate financial and project performance records are updated following completed claims and appraisals so that programme management data is accurate
- Manage own time and interactions with clients and colleagues to ensure efficient service delivery

Customer feedback

- Contribute to the development of customer feedback systems for the team
- Provide a point of contact for customer feedback, determining an appropriate response when required for approval by senior staff

KEY RESULT AREAS:

- Ensuring effective and accurate administration of programmes serviced and delivered by the Team
- Ensuring timely and effective appraisals, accurate claims checks
- Development and maintenance of high-quality relationships with clients and colleagues, ensuring accurate information is provided.

PERSONAL & TEAM RESPONSIBILITIES:

- Provide a good role model for staff and trainees and project a positive image to local employers
- Demonstrate the Company's culture, values and behaviours:
 - achieving excellence
 - valuing ourselves and others
 - showing personal leadership
 - being passionate about what we do
 - committed to a low carbon future for all
- Take responsibility for own self-development on a continuous basis.
- Carry out responsibilities with due regard to the Data Protection Act and current Data Protection policy
- Carry out responsibilities with due regard to the Company's Equal Opportunities Policies, Safeguarding Policy and Environmental Policy.
- Work at all times within the code of the Health & Safety Act

This job description is not comprehensive or exclusive and duties may be varied from time to time, but these will not change the general character or level of responsibility of the job. This job description and your performance will be regularly reviewed with you.

Good communication and organisation skills as well as self motivation and self confidence will remain essential qualities to fulfil this role.

In addition to fulfilling this specific role, you may occasionally be required to make your abilities available to help meet related business needs of the Company in your own or other departments. This would only be required if authorised by your Divisional Manager and subject to confirmation that precedence is given to your normal duties

Date last reviewed: October 2018
Approved by manager: October 2018
Agreed with post holder:
Date Personnel informed:

PERSON SPECIFICATION

SECTION: Programme and Fund Services
JOB TITLE: Assistant Programmes Officer

EXPERIENCE

Essential	Desirable	How identified
<ul style="list-style-type: none"> • An understanding and experience of financial administration or financial management • Good numerical or accountancy skills including data analysis and interpretation. • Experience of analysing information • Experience of producing and compiling information in a variety of formats and presenting in an effective way • Experience of using electronic databases/spreadsheets to record and/or analyse information 	<ul style="list-style-type: none"> • Previous involvement in community regeneration, rural development or economic development work • Project delivery experience • Experience of appraisals • Experience of working with different sectors eg private, public or voluntary 	<ul style="list-style-type: none"> • Application form / CV • Interview • References

EDUCATION & TRAINING

Essential	Desirable	How identified
<ul style="list-style-type: none"> • Degree or relevant professional qualification or equivalent experience at an appropriate level 	<ul style="list-style-type: none"> • Formal training in accountancy or finance • Project Appraisal or Project Management training • IT qualification (e.g. ECDL) 	<ul style="list-style-type: none"> • Application form / CV • Certification

BEHAVIOURS

Essential	Desirable	How identified
<ul style="list-style-type: none"> • Excellent attention to detail and analytical skills • Thorough, reliable, diplomatic, people-friendly • Demonstrable focus on the customer • Ability to liaise with multi-disciplinary teams • Ability to communicate effectively with a variety of audiences at different levels and under pressure • Self-motivation, good interpersonal skills, • Ability to complete work in a timely fashion and to clearly defined goals 	<ul style="list-style-type: none"> • Demonstrates interest in local issues and regeneration • Ability to use initiative, innovate and find solutions that are achievable and realistic 	<ul style="list-style-type: none"> • Application form / CV • Interview • References

<ul style="list-style-type: none"> • Good research skills and the ability to assess and interpret data • Appropriate regard for confidential information including the processing of sensitive data 		
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KNOWLEDGE & SKILLS

Essential	Desirable	How identified
<ul style="list-style-type: none"> • Good report writing skills • Fully competent in the use of ICT including the main Microsoft packages. • Understanding of project planning or delivery 	<ul style="list-style-type: none"> • Outline knowledge of European and national funding and regulations • An understanding of environmental and sustainable development issues <ul style="list-style-type: none"> • Understanding of appraisal techniques • Understanding of performance and risk management • Understanding of procurement regulations and practices 	<ul style="list-style-type: none"> • Application form / CV • Interview • References

ANY ADDITIONAL FACTORS

Essential	Desirable	How identified
<ul style="list-style-type: none"> • Ability to travel to meet the requirements of the role • Very occasional working outside normal office hours may be required 	<ul style="list-style-type: none"> • Access to own vehicle 	<ul style="list-style-type: none"> • Application form / CV • Interview • References

