

Wirral Council: Job Role Descriptor

Job Role:	Economic Development Support
Service:	Place & Investment Team
Reports to:	Lead Commissioner Place & Investment
No of Subordinates:	0
Role Status:	Time Limited Role. Fixed Term Contract (PCiH/MKH ERDF PA1 Programme).
HR USE ONLY	
Job Role Ref:	CSUP
Job Family:	Corporate Support
Grade:	PO2

JOB ROLE PURPOSE

To support the delivery of specific economic projects which help to grow and support Wirral's economy and fulfill the priority objectives in the Council's Growth Action Plan to drive investment, business growth, skills and jobs.

For the period 1st July 2021 to 30th June 2023, this post will operate entirely for the purpose of supporting the delivery of this specific economic project and is part funded by European Regional Development Fund (ERDF).

KEY TASKS

1. Support the Place & Investment Team to develop, manage and deliver/commission specific programmes in line with the Wirral Growth Plan, ensuring co-operation and coherence of approach within the Council, other delivery partners and with public and private sector partners and stakeholders.
2. Support the Place & Investment Team in collating, validating and processing programme/project claims.
3. Support the Place & Investment Team in ensuring that external grants/investments/commissions reflect value for money, deliver agreed outcomes and comply with both Council and any external funding policies and processes; specifically collating, validating and processing supplier claims and client records.
4. Contribute background information to support the Place & Investment Team at meetings with external stakeholders, partners and organisations and deputise where appropriate.
5. Contribute to consultations, research and prepare economic information to ensure that the Council's economic development priorities are clearly communicated and understood (both internally and externally).

6. Contribute to reports, research and analysis of specific Place & Investment Team programmes.

7. Maximise opportunities to support the implementation of specific programmes in line with the Wirral Growth Plan.

KEY RESPONSIBILITIES

People

Ensure that the Place & Investment Team is provided with the information they require to develop and manage programmes ensuring that this enables a coherence of approach across the council and with other key delivery partners.

Liaise and work with internal departments ensuring dissemination of information on Place & Investment Team activities.

Liaise and work with partner agencies and suppliers ensuring dissemination of information on Place & Investment Team programmes.

Represent the Place & Investment Team at meetings with external stakeholders as required.

Financial

Support the Place & Investment Team by providing relevant data to manage the Programme Budgets.

Support the Place & Investment Team with relevant data to manage, monitor and review budgets in line with Council and Funder requirements.

Collate, validate and process programme claims and client records to ensure financial, client management and performance compliance in line with Council and Funder requirements.

Contribute to the production of compliant Programme financial, client management and performance monitoring reports and claims in line with Council and Funder requirements.

Strategic

Contribute to the development and management of Programme performance, economic data and accountability strategies, plans, policies and procedures.

Contribute to internal service plans and programme plans.

Inform Programme Risk Registers and alert the relevant team of any issues relating to the identified risks.

Work with colleagues internally and in the Liverpool City Region to ensure the Council's economic development priorities are understood.

Resources

Work with colleagues internally and in the Liverpool City Region to inform the production of compliant client record management systems in line with Council and Funder requirements.

Exercise discretion at all times regarding confidential information and ensure record systems are operated in compliance with legislation relating to data protection and personal information.

Planning and Organising

Responsible for planning and prioritising own workload under the direction of the Lead Commissioner Place & Investment.

Contribute to ensuring that programme milestones and key performance and financial deadlines are met.

Work with colleagues to support the development and implementation of project/programme activities.

Decision Making

Deal with a range of project management system problems to ensure compliance in line with Council and Funder requirements.

Collate, validate and process complex performance and financial data and contribute to reports to inform timely decision making in line with quality improvement plans.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE AND SKILLS

Essential Criteria

Qualifications:

- An academic/vocational qualification at Level 3 or above.

Knowledge & Skills:

- Demonstrable programme/project management skills.
- Demonstrable grant/investment performance and payment assessment/processing skills.
- Knowledge and understanding of economic data, client management systems and personal data management.



- Ability to effectively direct and guide internal/external professionals.
- Ability to work unsupervised, to tight deadlines, and cope with changing priorities.

Experience:

- Experience of developing and implementing programme/project claims management systems.
- Experience of applying statistical data, performance, compliance and quality systems to enable the delivery of successful programmes/projects.
- Experience of developing and implementing client management data and records management.
- Experience of working to performance related outcomes within tight deadlines.
- Experience of working collaboratively across internal departments and with external stakeholders and suppliers.

Desirable Criteria

Qualifications:

- Project Management Qualification.
- Audit/compliance Qualification.

Knowledge & Skills:

- Knowledge and understanding of External Funding Requirements.

Experience:

- Experience of delivering successful programmes/projects to the requirements of grant/investment funding regimes.
- Knowledge and understanding of statistical data, audit and compliance frameworks and ability to apply appropriately.
- Experience of grant/investment negotiations and management.

ADDITIONAL WORK ELEMENTS

NOTE:

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role profile will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.



European Union

European Regional
Development Fund

Elements of this job role profile and changes to it may be amended in light of organisational and service requirements.

Signed Head of Service

A handwritten signature in black ink, appearing to read "Alan R. -".

Date

15.11.18
