

North of Tyne Combined Authority Job Description



Post title: Investment Fund Appraisal and Monitoring Officer

Responsible to: Investment Fund Programme Manager

Responsible for:

Evaluation: TBC Points Grade: N9

Job purpose: To lead on the appraisal and monitoring function for the North of Tyne Investment Fund, ensuring projects and programmes are developed and delivered to a high quality, to ensure the Combined Authority fulfils its corporate and strategic responsibilities.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To deliver a portfolio of projects and programmes, negotiate and manage contracts and funding agreements, provide robust challenge on behalf of the North of Tyne Combined Authority
2. To develop and lead a performance management process for the Investment fund, including policies which address underperformance and protect the North of Tyne Combined Authority from legal and financial risk
3. Writing funding bids to secure and maximise programme funding.
4. Provide advice support and guidance to colleagues and delivery organisations to ensure that externally delivered projects are delivered effectively and efficiently, including undertaking on-site monitoring visits to external organisations.
5. Ensure timely identification, reporting and resolution of concerns and disputes through appropriate channels
6. To comply with all internal and external systems and processes, develop and maintain appropriate records and audit documentation
7. To deputise for Investment Fund Programme Manager as and when required.
8. To lead on performance management and evaluation of the programme; developing and implementing an approach which meets the required criteria, learning lessons and sharing best practice nationally with other Mayoral Combined Authorities.
9. To develop and maintain positive and collaborative relationships with external and internal partners, to support the delivery of the programme.

10. To promote and implement the Combined Authority's Equality Policy in all aspects of employment and service delivery.