

DARLINGTON BOROUGH COUNCIL
ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES
JOB DESCRIPTION

<u>POST TITLE :</u>	Investment and Funding Officer
<u>PAY BAND :</u>	Band 10
<u>JOB EVALUATION NO.</u>	B1799
<u>REPORTING RELATIONSHIP</u>	Report to the Investment and Funding Manager
<u>JOB PURPOSE :</u>	To maximise the funding and investment opportunities that deliver the Council's and community's outcomes and priorities.
<u>POST NO.</u>	POS000789
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. To support the delivery of the Investment and Funding team including:
 - (a) Provision of advice and support to other officers on funding and investment opportunities that could deliver the Council's and the wider community's priorities.
 - (b) Provision of advice and support to the private and voluntary sectors as appropriate in relation to investment and funding opportunities that deliver priority objectives.
 - (c) Exploration of innovative and new funding and financial instruments to advance priority projects and programmes.
 - (d) Liaison with and influence the Tees Valley Combined Authority, Homes England and other public funding agencies to maximise investment into the Tees Valley that benefits the businesses and residents of Darlington.
 - (e) Making and supporting others to make applications for funding that support priority objectives.
 - (f) Commission reports and studies to support the development of projects and programmes
 - (g) Operating in compliance with agreed funding application processes, including relevant due diligence, financial management and financial risks to maximise funding opportunities and minimise claw-back including monitoring regimes.
 - (h) Operating in compliance with systems of financial controls, systems and processes.
 - (i) Supporting the delivery and administration of funding programmes within Darlington from European, national and sub-regional funding sources.
2. Contribute to the preparation of future programme and project delivery models in association with key stakeholder partners.

3. Coordination of investment and funding activities, maintaining and building upon positive relationships with all external partners, across all sectors to effectively deliver capital programmes and projects.
4. Assist in project development and feasibility.
5. Develop and maintain close links through proactive dialogue and communication with key identified stakeholder partners at a National, Regional, Sub-Regional, and local level.
6. Work with other agencies as appropriate to further the aims and objectives of the Council.
7. Research, analyse, prepare, and, contribute to Corporate and department priorities as required and to gain the necessary approvals to deliver capital and revenue programmes and projects.
8. Maintain an up to date awareness of up to date policies and initiatives from Central Government and other Government agencies/Departments, in order to influence the strategies of other organisations, and to take advantage of opportunities they present to generate economic growth in Darlington.
9. Maintain an up to date awareness of the different funding opportunities that are available to secure inward investment for Darlington, for example ERDF European funding, Homes England funding, Tees Valley Combined Authority, Department of Transport funding, commercial funding, and, Charitable or Voluntary sector funding.
10. Coordinate, write or support the submission of applications for funding from identified key external stakeholder partners, including the monitoring, control and submission of any necessary funding returns in accordance with grant funding conditions.
11. Provide a funding and investment support service to a range of budget holders.
12. Contribute to the development of the team's management information systems including where appropriate the provision of timely, relevant financial and non-financial information to budget holders.
13. Prepare claims to timely, accurate financial claims and monitoring information to external funders.
14. Contribute to the provision of regular, timely management information reports.
15. Work closely with colleagues across directorates to develop funding and financing strategies to deliver programmes and projects.
16. Represent the Council at external seminars and key meetings on a Regional, Sub-Regional and local level.
17. Promotion of good employee relations and working relationships between management, staff and trade unions.
18. Prepare and present reports at Committees, Sub-Committees, Working Groups, Forums and Partnership Groups.
19. Demonstrate and promote a commitment to equal opportunities and the elimination of behaviour and practices that could be discriminating.

20. Contribute to the delivery of projects for the Council that extend beyond the boundaries of the department.
21. To be aware of and identify areas of current public concern and to arrange dissemination of advice and information including media participation as necessary.
22. To keep abreast of all legislation and such changes that they can be speedily and efficiently implemented.
23. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
24. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
25. Carry out your role in line with the Council's Equality agenda.
26. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
27. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
28. Any other duties of a similar nature related to this post that may be required from time-to-time.
29. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: February 2020

DARLINGTON BOROUGH COUNCIL

PERSON SPECIFICATION

ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

INVESTMENT AND FUNDING OFFICER

POST NO. POS000789

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	Relevant professional or post-graduate qualification.		D
	Experience & Knowledge		
2	Approximately three years' experience managing funding and investment.	E	
3	Up to date knowledge and understanding of economic development and regeneration.	E	
4	Approx. two years' experience working in a similar role.	E	
5	Demonstrable understanding of investment and funding models, their relative merits, limitations and risks.	E	
6	Demonstrable success in the preparation of business or delivery plans and bid submissions in the fields for which the post is responsible.	E	
7	Demonstrable success in delivering funding solutions.		D
8	Demonstrable achievements in delivering high quality economic development and regeneration services.		D
9	Approx. 3 years direct experience of partnership working, including the provision of direct advice and support.	E	
10	Experience of economic development, business support, and regeneration across the wider community.	E	
11	Experience of developing, implementing, monitoring and reviewing policies and procedures.	E	
12	Experience of success in obtaining funding targets and ability to work in accordance with council financial processes and carry out relevant audit requirements.	E	
13	Knowledge of private sector business development.		D
14	Experience of making presentations in public settings.		D
	Skills		
15	Ability to think strategically and to analyse complex situations, formulating and implementing plans of action.	E	
16	Ability to work with a wide range of people and organisations.	E	
17	Ability to communicate both verbally and in writing to a wide range of audiences (including ability to write clear and concise reports and presentations).	E	
18	IT Literate, capable of using MS Word/Excel and office packages.	E	
19	Able to set priorities for tasks and meet deadlines.	E	
20	Able to handle sensitive issues.	E	

21	Ability to use appropriate styles and arguments to influence and negotiate satisfactory outcomes.	E	
22	Ability to present complex information in formats appropriate to non-specialists without compromising meaning.	E	
23	Ability to research complex subjects, identify the key issues and communicate these successfully.	E	
24	Ability to work successfully as part of a team.	E	
25	Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager.	E	
26	Ability to regularly give advice and guidance, including demonstrating duties, instructing and checking the work of others.	E	
Personal Attributes			
27	Personal commitment to delivering high quality outputs.	E	
28	Personal presence to represent the Council in a wide range of circumstances demonstrating effective communication and negotiation skills.	E	
29	Political sensitivity.	E	
30	A pro-active approach to change, with an ability to think laterally to find solutions to difficult problems.	E	
Special Requirements			
31	Capable of independent travel to carry out the requirements of the post.	E	
32	The ability to communicate at ease with customers and provide advice in accurate spoken English.	E	