



Job profile

Growth Fund Project Manager Grade I

Group: Economy, Innovation and Growth

Service: Business, Employment and Skills

Location: Civic Centre

Line Manager: Enterprise and Industry Manager

Car User Status: Casual

The post is funded from the England European Regional Development Fund as part of the European Structural and Investment Funds Growth Programme 2014-2020.

Job Purpose

Responsible for ensuring the project is delivered as described in the application, on time, to budget and in compliance with ERDF rules and the grant funding agreement.

The key measures of success for this post are: achievement of output and expenditure performance levels; contract compliance; customer and stakeholder satisfaction

The key roles of this post will include:

1. Effective management of The Growth Fund project on behalf of the accountable body including the timely achievement of output and expenditure performance levels; contract compliance; customer and stakeholder satisfaction.
2. Manage relationships with delivery partner, strategic partners, relevant procured contractors and key stakeholders; ensuring delivery partners and sub-contractors meet all ERDF, performance, audit, contract and compliance requirements, including publicity activity.
3. Mobilisation, implementation and maintenance of systems and processes, including financial, to meet compliance and contractual requirements.
4. Verification, retention and safe storage of all project data and documentation to meet compliance, audit and contractual requirements.
5. Preparation and submission of progress reports and claims, ensuring financial expenditure and output evidence meets contractual requirements; liaison with Managing Authority to support monitoring, verification and audit visits.
6. Representation of the project in appropriate forums, including the Investment Panel in an observer capacity.
7. Project monitoring, evaluation including commissioning of summative assessment.
8. Such other responsibilities which are appropriate to the grade of the post.



Knowledge & Qualifications

Essential:

Knowledge

- European Structural and Investment Funds programme for 2014 to 2020 in England.
- National and regional business support structures, systems and services, including the role of public sector funding.
- SME business management, functions and operations
- Financial management and monitoring procedures
- Appraisal and evaluation techniques.

Experience

- Managing delivery of ESIF funded projects, including monitoring, preparation of claims, verification and audit requirements.
- Demonstrating self-motivation and business acumen to succeed in a target driven environment
- Project Mobilisation, implementation and maintenance of record keeping and performance management systems and processes.
- Procurement, commissioning, contract and supplier management.
- Partnership working and stakeholder engagement.
- Working flexibly and prioritisation of caseload.
- Using oral and written communication skills to influence people and present complex information clearly and concisely.
- Using CRM systems and ICT packages.

Qualifications

- Degree level or equivalent demonstrable level of knowledge.

Desirable:

Knowledge

- Local Economic conditions including opportunities and threats
- Business needs and demands and the performance of local markets
- National and local strategies and policies relating to business and enterprise
- Programme, Project and Risk management methodologies, tools and techniques

Experience

- Managing multi-disciplinary teams
- Liaising with regional bodies and central government
- Supply chain management

Qualifications

- Project management qualification e.g. Prince 2



Competencies

Customer Focus	Puts the customer first and provides excellent service to both internal and external customers
Communication	Uses appropriate methods to express information in a clear and concise way to make sure people understand
Team Working	Works with others to achieve results and develop good working relationships
Making things happen	Takes responsibility for personal organisation and achieving results
Flexibility	Adapts to change and works effectively in a variety of situations
Learning and Development	Actively improves by developing and applying new skills and knowledge and learns from past experiences