

**Northumberland County Council - JOB DESCRIPTION**

<b>Post Title: Senior Regeneration Investment External Funding Officer</b>	<b>Director/Service/Sector: Regeneration, Commercial and Economy Economy &amp; Regeneration Service Regeneration Investment Team</b>		<b>Office Use</b>
<b>Grade: Band 8</b>	<b>Workplace: County Hall and other locations in accordance with the Agile Working Policy</b>		<b>JE ref: 3883 HRMS ref:</b>
<b>Responsible to: Regeneration Investment Funding Manager</b>	<b>Date: 18.06.21</b>	<b>Manager Level: 3</b>	
<b>Job Purpose: To provide professional advice and support in the development of multi year Regeneration and Economic Growth project business cases being taken forward by the Council and External Organisations. To lead the external funding advice function to support the Council and External organisations to maximise the value of external funds secured. To establish and manage the External Bids and Grants register to enable the Economy &amp; Regeneration service and Council monitor external bids submitted and secured.</b>			
<b>Resources</b>	<b>Staff</b> Will mentor junior members of staff.		
	<b>Finance</b> Directly responsible for providing advice on project budgets (capital and revenue). Project budgets will vary will generally be in excess of £3m. <u>Supporting the acquisition of funding for projects with a value of up to £50m.</u>		
	<b>Physical</b>		
	<b>Clients</b> A variety of internal and external clients, mainly private sector businesses seeking grant information and funding for identified strategic projects		
<b>Duties and key result areas:</b> <ol style="list-style-type: none"> <li>1. Provide professional advice and guidance to internal and external project applicants on the criteria and eligibility requirements for multi year external funding sources which will enable the Council to deliver its Regeneration and Economic Growth priorities</li> <li>2. Provide professional and technical support to the Economy and Regeneration Service in the development of Treasury Compliant Green Book Business cases</li> <li>3. Act as the funding lead officer on project development &amp; delivery steering groups</li> <li>4. Contribute to the responses to appraisal queries raised by external appraisers</li> <li>5. Act as the Account Manager and lead with respect to procured Grant Search databases</li> <li>6. Provide technical support to internal services and external organisations on the requirements of External Funding.</li> <li>7. Maintain effective management systems and processes within the service and ensure that employees at all levels are fully aware of changes to External Funding legislation, strategy or policy and changes to European successor funds.</li> <li>8. Develop funding strategies for projects within the Regeneration Investment Pipeline</li> <li>9. Advise and support Project leads on the acquisition of external funding</li> <li>10. Develop, implement and manage an electronic Funding Bids and Grants Register to enable the Economy &amp; Regeneration Service and Council to record, monitor and manage external funding.</li> <li>11. Prepare concise and coherent reports to a professional standard for Senior Officers and Directors which have addressed critical issues such as funding bid for, secured and sources of funding identifying trends and gaps.</li> <li>12. Co-ordinate the distribution of information internally and externally in respect of External Funding Opportunities which includes the External Bulletin and web-site funding pages</li> <li>13. Manage and deliver workshops advising on eligibility of funds and associated good practice in bid development</li> <li>14. Provide professional advice to elected members, senior managers and service users on matters of strategy, policy and practice relating to external</li> </ol>			

funding.

15. Develop effective and constructive relationships with external partners (business, public and VCS organisations) and colleagues across the Council in order to promote and secure effective partnership arrangements for the delivery of high quality services and projects and to secure maximum investment in regeneration activity.
16. Actively promote the role of the service in relation to its activities and policies at local, regional and national level as appropriate.
17. To deputise for the Regeneration Investment Funding manager

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders will be expected to undertake duties and responsibilities relevant to the nature, level and extend of the post and the grade has been established on this basis.

**Work Arrangements**

Transport requirements:	Involves frequent travel to meetings, sites, projects and other locations throughout the county and beyond.
Working patterns:	Flexible working arrangements with the need to work outside of normal working hours as required.
Working conditions:	Some exposure to working outdoors.

**PERSON SPECIFICATION**

<b>Post Title: Senior Regeneration Investment External Funding Officer</b>	<b>Director/Service/Sector: Economy &amp; Regeneration Service</b>	<b>Ref:3883</b>
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>		
<ul style="list-style-type: none"> <li>Degree level or equivalent standard of education.</li> <li>Through understanding of relevant legislation, regulations, policy, best practice and procedures in relation to European, Regional and National funding sources</li> <li>Knowledge of Treasury Green Book Business case requirements</li> <li>Evidence of continued professional development.</li> </ul>	<p>Qualification in Project management, appraisal or evaluation.</p> <p>Understands the diverse functions of a large complex public sector organisation and the relevant professional issues.</p>	
<b>Experience</b>		
<ul style="list-style-type: none"> <li>A minimum of 3 years recent experience and achievement within External funding management and support.</li> <li>Experience in the development and delivery of externally funded projects.</li> <li>Direct experience of developing finance plans for business cases.</li> <li>Experience of project management software systems</li> <li>Significant experience in drafting green book treasury business cases/funding applications.</li> <li>A successful track record of engaging effectively with others at all levels and building productive partnerships with key stakeholders.</li> <li>Relevant experience in interpreting policies, procedures and grant regulations.</li> </ul>	<p>Experience of European grant funding regulations and programmes</p> <p>Experience in the use of Grantfinder</p>	
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>Advanced IT skills and able to effectively use IT to achieve work objectives.</li> <li>Excellent organisational skills with the ability to react quickly and handle a diverse and complex portfolio of projects.</li> <li>Excellent interpersonal and communication skills to relate effectively to and command respect, trust and confidence of internal colleagues and Senior Managers, officers within external funding agencies, project applicants, Council members and other stakeholders.</li> <li>Well-developed networking, partnership and support skills.</li> <li>Effectively expresses views using appropriate means depending upon the audience.</li> <li>Strong analytical skills and an aptitude for developing solutions to problems.</li> <li>Numerate and skilled at analysing/reasoning with complex business related statistics.</li> <li>Advanced written skills with an aptitude to effectively make funding justifications and activity descriptions.</li> <li>Persistence in applying a methodical approach to problem solving.</li> <li>Negotiation skills and able to persuade others to an alternative point of view.</li> <li>Maintains a professional demeanour in stressful and difficult situations.</li> </ul>		
<b>Physical, mental, emotional and environmental demands</b>		
<ul style="list-style-type: none"> <li>Normally works from a seated position with some need to walk, bend or carry items.</li> <li>Need to maintain general awareness with lengthy periods of enhanced concentration.</li> </ul>		

<ul style="list-style-type: none"> <li>• Some contact with public/clients in dispute with the County Council.</li> </ul>		
<b>Motivation</b>		
<ul style="list-style-type: none"> <li>• High motivated and able to work on own initiative and without supervision</li> <li>• Models and encourages high standards of honesty, integrity, openness, and respect for others.</li> <li>• Promotes and encourages a Partnership approach to working.</li> <li>• Proactive and achievement orientated</li> <li>• Works with little direct supervision.</li> </ul>		
<b>Other</b>		
<p>The post will require working throughout Northumberland and the North East region. Able to meet the transport requirements of the post</p>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits