Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Contract and Project Monitoring Officer (Adult Skills)	JEID	M0619
Salary Grade:	K		
Team:	Adult Skills - Employability and Skills		
Service Area:	Communities		
Primary Location:	Warwickshire Skills Hub, Eliot Park Innovation Centre, Nuneaton, CV10 7RH		
Political Restriction	This position is not politically restricted.		
Responsible to:	Strategy and Commissioning Lead (Skills)		
Responsible for:			

Role Purpose

To support the Strategy and Commissioning Lead, Programme Managers and other staff with development, commissioning, and management of Warwickshire County Council's Skills Adult Skills fund which includes programmes such as Bootcamps, Capital Projects and other newly emerging programmes.

To lead on project and contract monitoring, in order to ensure compliance with funding (e.g. funding bodies regulations and rules) and other statutory requirements.

To support in the monitoring of outputs and the evaluation of impact against local need.

To apply expertise in data collection, analysis, and compliance auditing to ensure robust quality assurance across all aspects of programme delivery. This includes supporting continuous improvement through evidence-based insights, coordinating and delivering stakeholder events, and contributing to marketing and communications activity that promotes the Adult Skills Funds and their impact.

Role Responsibilities

To support the Strategy and Commissioning Lead, Programme Managers and other staff with development, commissioning, and management of Warwickshire County Council's Skills Adult Skills Funds.

To manage and support the development of promotional and marketing activity relating to the various workstreams.

To work with the Strategy and Commissioning Lead, Programme Managers and other staff to ensure that projects and commissioned services deliver commissioning plans, objectives and outcomes.

To lead the review and verification of grant claims from delivery partners/ grant recipients/ suppliers and the preparation of project or programme claims to funding bodies.

To lead the development of monitoring systems to track expenditure, outputs, outcomes, impacts, issues and risks.

To use such systems to analyse performance data and to work with delivery partners/ suppliers to develop and implement solutions.

To work with Cost Centre Managers to set budgets, monitor and forecast expenditure, claim grant funds, track income, raise orders and process payments.

To lead or support the assessment or appraisal of grant applications and business cases from delivery partners/ suppliers.

To lead or support the set up and establishment of grant agreements and contracts including leading on project inception visits and other due diligence.

To lead on operational relationships with delivery partners, grant recipients, suppliers, funders and other stakeholders.

To lead or support the management of external audits from funding bodies, the Government Internal Audit Agency and other agencies including the collation of evidence (procurement, expenditure, outputs, publicity, etc).

To undertake monitoring visits in order to ensure delivery partners/ grant recipients/ suppliers have effective monitoring systems and audit trails in place.

To support WCC governance structures including Project and Programme Boards and Grant Panels by assisting with the production of meeting papers or writing and presenting reports.

To support the design and development of new projects, programmes and initiatives that support business and economic growth including the preparation of business cases and applications to external funders.

To support the writing of evaluation reports for projects and programmes including the collation of client/ partner/ supplier feedback, case studies, performance data and impact evidence. To ensure that project records are organised and retained in line with document retention requirements. To deputise for the Strategy and Commissioning Lead and other team members when required. To undertake any other duties and responsibilities within the range of the salary grade.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

	Assessed By:
A degree or equivalent qualification, or equivalent work experience (a minimum of three years).	A, I, D
Experience of project and programme management or contract monitoring.	A, I
In-depth knowledge and understanding of: - Grant regimes and process (e.g. European and/ or Government funding) - Funding requirements - Project and programme management - Contract monitoring. - Financial management - UK procurement rules - State Aid/ UK Subsidy Control rules	A, I
Excellent project management skills.	A, I
Excellent financial management skills including an ability to secure value for money in projects and contracts.	A, I
Excellent interpersonal skills including an ability to work with internal and external stakeholders to deliver identified outcomes.	A, I
Excellent communication skills including both writing and presenting reports and giving short presentations to senior managers. Highly developed IT skills.	A, I, P
An excellent ability to collect, analyse, use and present complex data.	A, I
A creative thinker with effective problem-solving skills.	A, I
An excellent ability to work on own initiative including organising and planning work with minimum supervision and managing a number of conflicting priorities.	A, I

Desirable Criteria

	Assessed By:
Knowledge of Government Funding Rules and Learner Record systems.	A, I, P

PRINCE2 or other recognised project management qualification.	A, I, D
Experience of employability projects or programs.	A, I
Experience of employability contracts or other economic development projects and programmes.	A, I
Understanding of the Warwickshire economy.	A, I
Knowledge of the employability and skills landscape	A, I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.	
☐ Provision of personal care on a regular basis	☐ Driving HGV or LGV for work
☐ Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	☐ Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
☐ Working at height/ using ladders on a regular/ repetitive basis	☐ Restricted postural change – prolonged sitting
☐ Lone working on a regular basis	☐ Restricted postural change – prolonged standing
☐ Night work	☐ Regular/repetitive bending/ squatting/ kneeling/crouching
☐ Rotating shift work	☐ Manual cleaning/ domestic duties
☐ Working on/ or near a road	☐ Regular work outdoors
☒ Significant use of computers (display screen equipment)	☐ Work with vulnerable children or vulnerable adults

☐ Undertaking repetitive tasks	☐ Working with challenging behaviours
☐ Continual telephone use (call centres)	☐ Regular work with skin irritants/ allergens
☐ Work requiring hearing protection (exposure to noise above action levels)	☐ Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
☐ Work requiring respirators or masks	☐ Work with vibrating tools/ machinery
☐ Work involving food handling	☐ Work with waste, refuse
☐ Potential exposure to blood or bodily fluids	☐ Face-to-face contact with members of the public
☐ Other (please specify):	