

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Senior Funding Officer
<b>MANAGED BY:</b>	Head of Grant Management and Assurance
<b>GRADE:</b>	10

### BACKGROUND

The West of England Combined Authority is seeking to appoint a Senior Funding Officer to join the Grant Management and Assurance team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

Come and help shape the future of the West of England, a place so many people are proud to call home.

### THE ROLE

Reporting into the Head of Grant Management and Assurance, the Senior Funding Officer will specialise in ensuring the effective and compliant operation of the Combined Authority's grant management programmes.

They will:

- Oversee the successful delivery of grant funding programmes, such as the Local Growth and Investment Funds, and managing change through funding processes.
- Ensure the requirements of funders are met including those for reporting, monitoring and evaluation.
- Ensure the Combined Authority is compliant with all funding requirements associated with grant awards or applications, including associated due diligence with grant payments made by Combined Authority.

## KEY RESPONSIBILITIES

- Supervision of Combined Authority Funding Officers.
- Operate as the Senior Funding Officer supporting the Authority's grant management and assurance functions.
- Support the monitoring and evaluation of devolved and awarded grant funding including the provision of key management information as required.
- To provide advice on grant management within the authority to ensure programmes are operated in an effective and consistent manner, drawing on good practice and established Combined Authority processes.
- To develop and provide data associated with grant funded programmes, including the monitoring of spend and outputs and wider outcome evaluation, to support evidence- based decision making, and future investment decisions.
- To manage the preparation of grant funding agreements with external promoters and providers for the delivery of infrastructure projects and revenue-based activities and support the management of performance and adherence to funding conditions.
- To provide advice and guidance to funding applicants from local authorities and other organisations to ensure high quality and compliant business cases/applications and progress reports/change requests.
- To ensure processes are compliant with the Local Growth Assurance Framework guidelines for Combined Authority and LEP funding including meeting required standards for transparency, accountability and ensuring value for money.
- Working with the Infrastructure and Business & Skills Directorates to support programme management associated with cross-cutting programmes.
- To undertake the assessment of business cases/applications and option appraisals to ensure the strategic, economic, financial, commercial and management aspects of these proposals are robust and support the investment decision.
- Identify promoter/provider and programme level issues/risks as they arise, and resolve where appropriate or recommend options for resolution.

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- Educated to degree level (with a strong analytical component) or with equivalent

experience

### Experience

- Experience of working in a large public sector organisation
- Significant experience of communication (written and oral) with a wide range of people, particularly external stakeholders, and of explaining technical/complex information in an easy to understand manner.
- Experience of working in a funding environment

### Skills and Competencies

- Ability to work individually with minimum supervision and as part of a multi-disciplinary team.
- Ability to interpret complex regulations, legislation and guidance.
- Knowledge of effective records management process and their application, particularly in ensuring files remain audit proof and that file security is upheld.
- Highly motivated with the demonstrable experience of achieving personal and contributing to the achievement of team objectives.
- Knowledge of project management, including a good understanding, and demonstrable use of, key performance indicators.
- Highly proficient in the use of standard Microsoft Office products, including Outlook, Word and Excel.
- Highly organised with the ability to prioritise and focus on what is important and with the confidence to constructively challenge existing working practices.

## DESIRABLE

### *Qualifications and Knowledge*

- Experience of working in a public sector organisation that allocates and awards grants / funding
- Knowledge of data governance protocols including adherence to data quality standards and data protection legislation
- Training in use of geographic information systems
- Professional qualification in project management (PRINCE 2) and or experience in project management.
- Experience of local and central government working practices.
- Knowledge of project management, including a good understanding, and demonstrable use of, key performance indicators.
- Experience of communicating (written and oral) with a wide range of people and of explaining technical/complex information in an easy to understand manner.

## REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26/31 days Annual Leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We are about to move into a new bright, airy, modern office space, with all the latest technology, under a 10 minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

*As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.*

## WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £15.17 - higher than the government minimum for over 23s, currently £12 per hour.



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.