

JOB DESCRIPTION

JOB TITLE:	Funding Officer
MANAGED BY:	Head of Grant Management and Assurance
GRADE:	Grade 8

BACKGROUND

The West of England Combined Authority is seeking to appoint a 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.

PURPOSE OF THE JOB

The primary purpose of this post is to contribute to the effective and compliant operation of the Combined Authority's grant management programmes. This will include:

- Supporting the successful delivery of grant funding programmes, such as the Getting Building Fund, Investment Funds and the Adult Education Budget (AEB).
- Coordinating scheme reporting, change management, monitoring and evaluation processes including liaising with grant recipients.
- Assisting the Head of Grant Management and Assurance and Senior Funding Officers in ensuring the West of England Combined Authority is compliant with all funding requirements associated with grant awards or applications.

KEY RESPONSIBILITIES

1. Operate as a Funding Officer within the Grant Management and Assurance Team.
2. Using project management skills and processes, contribute to the proper management of the West of England Combined Authority funding programme spanning a number of funding streams and hundreds of millions of pounds. Depending on the nature of the fund this to include:
 - i) the accurate recording of all key metrics/deliverables.
 - ii) timely movement of applications/business cases through each application and appraisal stage.
 - iii) ensuring the timely and complete supply of progress reports and requests for change.
 - iv) liaison with applicants/promoters.
 - v) provision of accurate advice and guidance.
3. Lead on the monitoring and evaluation of specific funding streams within the programme including as appropriate the Investment Fund, Getting Building Fund and AEB, together with establishing arrangements for new funds added to the programme.
4. Make proper and efficient use of record and data management systems/processes.
5. Work with other members of the Combined Authority Grant Management and Assurance Team to put in place funding agreements/Grant Offer Letters and to monitor delivery against these agreements ensuring that recipients achieve key milestones and issues / concerns are resolved as they arise.
6. In conjunction with colleagues ensure accurate and timely payments to grant recipients are made including carrying out necessary checks and agree with other team members appropriate further action as required.
7. Identify project and programme level issues/risks as they arise, and resolve where appropriate/recommend resolution options, including liaising with scheme promoters and using influencing skills to achieve desired outcomes.
8. Participate in, and represent, the Team at meetings with representatives of other Combined Authority Directorates and funding recipients.

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
- Experience of communicating (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

- Highly organised with the ability to prioritise and focus on what is important and with the confidence to constructively challenge existing working practices.
- Ability to work individually with minimum supervision and as part of a multi-disciplinary team.
- Proficient numeracy skills.
- Proficient in the use of standard Microsoft Office products.
- Able to manipulate data for dashboards and present data effectively.
- Ability to interpret complex regulations/legislation/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 demonstrable experience of achieving personal and contributing to the achievement of team objectives.
- Good project management skills, including a sound understanding, and demonstrable use of, project controls and key performance indicators.

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
- Experience of local and central government working practices.

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 have recently moved 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 £10.42 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.