

Post: Monitoring & Support Officer

- Salary/Grade: Grade 7 – £21,589 - £23,836
- Fixed Term until 31st March 2021
- Hours: 37 hours per week
- Location: Partnership Team, DCO, Mill Lane, Wingerworth
- Closing Date: 9am Monday 17th June 2019
- Interview Date: To be confirmed

Job Details and Requirements

We are seeking someone with enthusiasm, commitment and attention to detail to support the Council's Partnership and Transformation Programme work, which includes the Bolsover North East Derbyshire (BNED) LEADER Approach.

The BNED Local Action Group (LAG) has been allocated over £1.3 million to run a LEADER funding programme until December 2019, as part of the Rural Development Programme for England (RDPE). The Monitoring & Support Officer will assist in the delivery of the LEADER programme, which focuses on supporting and developing rural business and enterprise, farm diversification, encouraging tourism, and conserving rural heritage and culture.

Reporting to the Partnership Development Officer and working closely with the LEADER Programme Officer, the officer is responsible for maintaining financial records, undertaking on-site monitoring across North East Derbyshire and Bolsover, preparing claims and progress reports, arranging reimbursements, and supporting the work of the Partnership. In particular this will include promotion, engaging with a range of potential applicants, departments and partner agencies to ensure successful delivery, through network meetings, public events and direct visits to businesses and other bodies. Similar monitoring and support duties will be ongoing post-LEADER for the Council's Partnership and Transformation Programme work, which may include internal and external funding programmes and the supporting the development of existing and new services.

Able to devise, implement, monitor and evaluate effective administrative systems, the postholder will have good organisational skills and ability to work to tight timescales, and have the written communication skills to produce good quality materials for a variety of purposes (publicity leaflets, short reports, information bulletins, letters and minutes).

We are keen to employ the right candidate for the position, so whilst we have advertised for a full time post we would be flexible in negotiating working hours for the right candidate. This may result in reduced working hours for the post or establishing job-share arrangements.

Contact Details

For an informal discussion about the post, please contact Steve Lee, Strategic Partnership Co-ordinator on (01246) 217512 or steve.lee@ne-derbyshire.gov.uk.

Application Pack

If you are interested in this post, please visit the Jobs pages on the NEDDC website <http://www.ne-derbyshire.gov.uk/index.php/your-council/jobs>

To apply using our online application form, please visit the Derbyshire Jobs website or by clicking on the following link: <https://jobs.derbyshire.gov.uk/>

Please note that **CV's will not be accepted.**

Alternatively, if you do not have internet access, application packs are available from:

- Telephone the NEDDC Contact Centre on 01246 217640.
- Email humanresources.bdc&neddc@ne-derbyshire.gov.uk

Please return completed application forms to HR & OD Shared Service, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG or to humanresources.bdc&neddc@ne-derbyshire.gov.uk by the advertised closing date.

We welcome applications from all sections of the community.

Job Description

Job title and post number	Monitoring & Support Officer LP130a
Service Area and Directorate	Partnerships Team, People Directorate
Reports to	Partnership Development Officer
Direct reports	None
Grade	7 (SCP 12– 17)
Salary range	£21,589 - £23,836

Job purpose

To maintain financial and progress records for the Bolsover North East Derbyshire LEADER programme and Partnership and Transformation activity, undertaking monitoring, preparing claims, reports and arranging reimbursements. To also support the promotion of the programmes, engaging with a range of potential applicants, departments and partner agencies to ensure successful delivery.

Duties and responsibilities

- 1 To support the Partnership Team and North East Derbyshire Business Developments Limited, the operating company and accountable body for programme activity.
- 2 To maintain and manage the information and accounting systems so that claims may be prepared and submitted according to requirements.
- 3 To prepare and submit claims and reports in accordance with the requirements of the respective funding bodies.
- 4 To work with departments and partner agencies in order to ensure that all required information is submitted by the appropriate date.
- 5 To undertake and record monitoring visits to supported projects to ensure funding has been spent and activity undertaken appropriately and that appropriate records are maintained.

- 6 To advise project leads how to complete claims in respect of key requirements and timescales.
- 7 To respond to queries on the operations of supported programmes.
- 8 To produce reports, spreadsheets and minutes as required.
- 9 To support the Council and supported programmes work with its appointed auditors in the audit submissions.
- 10 To represent the Council and supported programmes at external meetings as necessary.
- 11 To support the promotion of programme and transformation opportunities and activities within local communities, departments and agencies, using a range of communication methods.
- 12 To support the project appraisal and programme evaluation processes.
- 13 To support the review and improvement of the internal operations, office and resource management.

Working conditions

The main office location for the post will be District Council Offices. The postholder will also be required to work from various locations within the community, such as private business premises, and occasionally at national networking events.

Considerable flexibility is important as occasional attendance at evening and weekend meetings and events will be required. This may require working outdoors.

Willingness to go through a full DBS (Disclosure and Barring Service) check.

Physical requirements

There are no specialist physical requirements for this post.

Corporate Duties and Responsibilities

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.
- Data Protection (Employees must at all times abide by the principles of the Data Protection Act 1998 and guidance provided by the Council in the form of policies and procedures).
- Customer Service.

- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

Approved by:	<i>Strategic Partnership Co-ordinator</i>
Date approved:	<i>15th October 2014</i>
Reviewed:	<i>22nd November 2018</i>

PERSON SPECIFICATION

Post Title: Monitoring & Support Officer	Section: Partnerships Team		
Directorate: Growth			
Knowledge (Essential)	AM	(Desirable)	AM
		<ul style="list-style-type: none"> Knowledge of political and community structures in the local, sub-regional and regional area Regeneration activities Assessment and appraisal of project applications, business plans or business cases 	<p>a & i</p> <p>a & i</p> <p>a & i</p>
Qualifications			
		<ul style="list-style-type: none"> Good standard of education (e.g. to degree level, NVQ level 4 or equivalent) 	a & c
Experience			
<ul style="list-style-type: none"> Developing and implementing effective administrative systems 	a & i	<ul style="list-style-type: none"> Multi-agency/community working, including working with the private sector 	a & i
Skills			
<ul style="list-style-type: none"> Good organisational skills and ability to work to tight timescales Self-motivated and enthusiastic worker, able to work on own initiative IT skills including knowledge of Microsoft Office applications, e-mail and the Internet Interpersonal skills, able to explain complex information in an accessible way Ability to regularly work alone in an office environment High standard of numerical ability 	<p>a & i</p> <p>a & i</p> <p>a & i</p> <p>a, i & r</p> <p>a & i</p> <p>a & i</p> <p>a & i</p>		

<ul style="list-style-type: none"> • Logical and systematic approach 			
<ul style="list-style-type: none"> • Able to devise, implement, monitor and evaluate administrative systems 	a & i		
<ul style="list-style-type: none"> • Written communication skills to produce good quality materials for a variety of purposes (publicity leaflets, short reports, information bulletins, letters and minutes) 	a & i		
<ul style="list-style-type: none"> • Ability to engage with a range of businesses, organisations and local residents, patiently empathising with their needs in an approachable and flexible manner 	a & i		
<ul style="list-style-type: none"> • Finance/budget management and control skills, with submission of timely and accurate claims 	a & i		
<ul style="list-style-type: none"> • Ability to establish and maintain systems on a 'real-time' basis which effectively and accurately record and retain evidence of approved activities 	a & i		
Other Requirements:			
<ul style="list-style-type: none"> • Ability to work flexibly to cover evening and weekend meetings and to attend events outside of the area 	a & i		
<ul style="list-style-type: none"> • Willingness to work across Bolsover and North East Derbyshire Districts from private business premises, community venues and other locations as required. 	a & i		

Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, certificate check (c), (o) others

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

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