

Job Title	Investment Appraisal Officer
Team	Corporate Policy
Reporting to	Investment Appraisal Manager

About your role

The role will support the Investment Appraisal Manager in the appraisal of investment programmes and projects. You will provide advice and guidance to funding applicants as well as South Yorkshire Mayoral Combined Authority (SYMCA) colleagues to ensure due process and other appropriate guidance are followed. You will assist in ensuring that all applications, are consistent with the Mayoral Combined Authority's (MCA) investment priorities, are deliverable, and offer good value for money.

Why is your role important or how does it add value?

- Ensuring that taxpayers' money is invested in projects that deliver the best value for money;
- Ensuring the objectives of the Mayor and the MCA are delivered so that the people of South Yorkshire benefit from a stronger, greener and fairer local economy;
- Supporting good management of the critical relationships between programme and project development, delivery, and performance and
- Ensuring that funding applicants receive the support and advice they need and that the MCA's investment appraisal processes are efficient and effective.

What are the tasks or work areas you are responsible for?

- Support the provision of advice on the approaches to transport and economic modelling activity undertaken by SYMCA and its partners, to ensure that this is appropriate, efficient and robust.
- Support the investment process by ensuring programmes and projects submitted for approval are suitably assured in line with the HM Treasury Green Book and Department for Transport guidelines.
- Provide professional advice and guidance in relation to the assurance function, ensuring that key milestones and information are communicated to internal and external stakeholders.
- Develop transport modelling and other appraisal techniques, skills and approaches and apply these to support scheme development and assure funding applications.
- Liaise with external consultants who may be commissioned to support the assurance function to ensure the process runs smoothly and all issues (technical or administrative) are resolved early.
- Work with scheme developers and internal colleagues to uphold standards and improve the quality of funding applications.
- Maintain optimum working relationships with external consultants who support the Assurance Team, particularly the modelling and technical appraisal experts.
- Keep abreast of wider developments to satisfy internal and external demands, including the updating and review of the SYMCA Assurance Framework to ensure compliance with the HM Treasury Green Book guidelines.

- Review and analyse business case documentation, processes, task, and workflow information. Make appropriate recommendations to fill any identified gaps, improve quality and / or completeness of documentation.
- Support the production of reports, and presentations, as required, to support project development and to retain strong partnership working
- Collate and summarise data and evidence from a range of local and national sources (e.g. DFT) as an input to modelling and appraisal programmes and projects
- Lead by example on compliance with quality assurance requirements and industry technical best practice
- Undertake any other duties commensurate with the role as requested by management

About You

What kind of **behaviours** are important?

Ambition	Does not give in easily, prepared to stick at things to get something finished - persistent
	A consistent and persistent focus on what matters most for delivery
Innovative	Urgency in identifying problems and finding imaginative ways to solve them – avoiding added bureaucracy or unnecessary work
	Willing to be challenged by colleagues – and to bring constructive challenge and support
Integrity	Organised and structured in how they work, demonstrating good personal time management
	Able to balance conflicting demands on their time, prioritises their workload well
Collaborative	Open minded to the ideas, contribution or comments from colleagues, does not dismiss what others have to say
	Willingly adapts their style to suit different situations
Flexible	Moves quickly to get things done, invests additional effort if needed to meet a deadline or a goal
	Open minded and receptive to new ideas and suggestions, acknowledges the benefit of change even if they have personal concerns
Impact	Understands the purpose of the organisation, knows the vision and the strategic intention of the organisation
	Sees opportunities to make processes or how they work better, speaks up and shares their ideas

What **qualifications** or wider knowledge do you need?

	E/D	A/I
Educated to degree level, preferably in one of the following subjects - economics, maths, transport, or equivalent	E	A
Knowledge of transport project development, the tasks, and the challenges and processes involved.	D	A/I
Knowledge of modelling tools	D	A/I
Knowledge of the HM Treasury Green Book and the Department for Transport's Transport Appraisal Guidance.	D	A/I
Knowledge of partnership working practices and principles.	E	A/I

Working knowledge of Microsoft applications.	E	A/I
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What previous experience is needed?	E/D	A/I
Previous experience of working in public sector, preferably within economics, transport modelling, forecasting or investment appraisal	D	A/I
Previous experience of programme / project management	E	A/I
Previous experience of working in a team and ability to use one's own initiative	E	A/I
Previous experience of funding / finance application appraisal	D	A
Previous experience in using transport modelling software such as SATURN, VISUM, EMME, CUBE and Diadem.	D	A/I
Previous experience in Geographical Information Systems (GIS), MAPINFO or ARC	D	A/I

What skills should you have?	E/D	A/I
Strong communication skills in producing quality documentation including reports, ensuring they are suitable for a wide range of different audiences.	E	A/I
Strong analytical skills applied to carrying out research and developing evidence-based programmes.	E	A/I
Strong organisation and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative to complete tasks under minimal supervision.	E	A/I
The ability to understand complexity and give accurate concise advice to decision makers and more senior colleagues.	E	A/I
Ability to work at senior levels, sometimes in areas of tension and conflict with evidence of sound judgement.	E	A/I
Financial and commercial awareness, including the ability to negotiate.	E	A/I
Ability and skilled in defining a clear scope of work for external providers, commissioning work and managing numerous commissions in tandem.	E	A/I