

Job Title	Senior Funding, Reporting and Monitoring Officer
Team	Funding, Reporting and Monitoring
Reporting To	Funding, Reporting and Monitoring Manager

## About your role

You will be responsible for the day-to-day grant management and performance reporting for a portfolio of projects across the South Yorkshire Mayoral Combined Authority Groups grant funded programmes. In the role you will support the design and maintenance of programme control standards, provide training and support, and proactively contribute to the performance reporting function.

Working to the Funding, Reporting and Monitoring Manager your team will be within the Finance and Investment Directorate of the South Yorkshire Mayoral Combined Authority. Along with other support functions you will ensure a standardised, professional, responsive service to the Authority.

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

- Responsibility for ensuring consistent and competent management of programme controls across programmes and projects, in line with corporate standards and governance.
- Ensuring best value from grant funded activity through high quality performance management.
- Collaborating with other support functions to ensure development teams receive a joined-up, responsive service
- Ensuring grant management is used to properly enable the delivery of our organisational objectives

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

- Day to day responsibility for the monitoring and performance management of a portfolio of grant funded projects, taking appropriate action to address identified issues and to inform relevant colleagues of any concerns, escalating to the Controls Manager where necessary.
- Work collaboratively with teams to draft and manage grant agreements, variations, extensions and closure documents and undertake change control negotiations regarding agreement terms
- Ensure that the Funding, Reporting and Monitoring Officers manage their grants, with appropriate consistency within and between agreements, through guidance, training, and best practice sharing, through working with colleagues to develop their skills in line with guidance, particularly in relation to grant agreements that span different business areas and locations, to ensure consistency of approach.
- Undertake trend analysis to diagnose delivery problems, reporting on these trends and assist in the development and implementation of action plans to maintain and continually improve levels of service
- Proactively develop and maintain relationships with partners whilst monitoring grants to improve delivery ensuring projects are delivered in line with the agreed outputs and outcomes.
- Monitor project performance using performance data, information gathered during monitoring and review meetings.

<ul style="list-style-type: none"> <li>• Maintain a detailed knowledge and awareness of legislation, policy, practice and procedure and the organisations Financial Regulations</li> </ul>
<ul style="list-style-type: none"> <li>• Responsibility for maintaining, updating and improving project records, ensuring the PMS is up to date, holding high quality accurate information</li> </ul>
<ul style="list-style-type: none"> <li>• Performance manage partners against the performance indicators within their grant agreements and recommend appropriate contractual action for poor performance</li> </ul>
<ul style="list-style-type: none"> <li>• Training, supervision and management of a team of Funding, Reporting and Monitoring Officers</li> </ul>
<ul style="list-style-type: none"> <li>• Undertake any other duties commensurate with the role as requested by management</li> </ul>

## About You

What kind of <b>behaviours</b> 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 <b>qualifications</b> or wider knowledge do you need?	E/D	A/I
Educated to A level standard or equivalent (must include English language and Maths to GCSE level) or equivalent or relevant experience	E	A
Proficient in Microsoft Office	E	I
Knowledge of IT solutions and their use in a business environment.	E	A/I

What previous <b>experience</b> is needed?	E/D	A/I
Demonstrable experience of managing large projects (at least £1m pa)	E	A/I
Demonstrable experience of thinking and working strategically, including strategy development and implementation	E	I

Previous experience of working with highly confidential, sensitive, and contentious information	E	I
Experience of utilising Microsoft products e.g. Word, PowerPoint, and Excel to produce professional documentation.	E	A/I
Experience of establishing business systems, processes, and procedures to increase efficiency.	E	I
Experience of managing a heavy and challenging workload.	E	I

What <b>skills</b> should you have?	E/D	A/I
A confident communicator, both verbally and in writing, possessing strong influencing and negotiation skills with demonstrable experience of leading teams or functions through change to achieve overall goals	E	I
Highly numerate and able to think commercially in relation to income generation and expenditure contracts, with the ability to make assessments of alternative business proposals, and to think creatively about options	E	I
High professional standards with the ability to work on own initiative and perform duties with a high degree of tact and diplomacy.	E	I
Knowledge and experience of using technological solutions to improve service delivery	E	A/I
Experience of involvement in large-scale procurement exercises	E	A/I
Ability to adopt an effective approach to problem-solving, adapting to changes in circumstances or information.	E	I
Maintaining, updating, and improving contractual records.	E	I

**Key**

E = Essential / D = Desirable

A = Application Form / I = Interview