

Job Title	Funding, Monitoring and Reporting Manager
Team	Funding, Monitoring and Reporting (FMR)
Reporting To	Head of Funding, Monitoring and Reporting

About your role

You will have responsibility for managing a team responsible for grant management and performance reporting across the South Yorkshire Mayoral Combined Authority grant funded programmes. You will act as the FMR programme lead and primary grant writer, managing the funder relationships as well as engaging in performance and compliance reports, and supporting special project initiatives. The role will also be responsible for ensuring that appropriate rules (including regulations) are communicated to the organisation, through providing training and written processes and procedures.

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

- Through the management of SYMCA grant agreement management strategy, ensuring it is understood and adopted across the organisation
- Maintain strong partnerships with internal business partners and external customers providing advice and support on issues relevant to grant agreements and performance management
- Responsible for ensuring that systems are in place to support wider programme/project management and financial controls are accurate and up to date for the relevant portfolio, to enable the organisation to provide robust and concise performance data for scrutiny to funders and Boards
- Through collaboration with other support functions to ensure development teams receive a joined-up, responsive service

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

- Lead responsibility as the FMR programme lead and for the grant agreement development, monitoring and performance management of a portfolio of grant funded projects, taking appropriate action to address identified issues and escalate where required.
- Work collaboratively with business partners to draft grant agreements, grants variations, extensions and closure documents and undertake grant agreement negotiations.
- Work collaboratively with the Programme Management Office to ensure contractual performance aligns with programme management including but not limited to; performance reviews, project and programme controls, change management, benefits realisation and risk.
- Support the development of strategies to optimise the grants administration process in order to strengthen linkages across business partners and streamline procedures.

<ul style="list-style-type: none"> Ensure that the grants are implemented according to the operational and financial needs of the MCA, and take appropriate actions, escalating to the Head of FMR where necessary.
<ul style="list-style-type: none"> Oversee the invoicing, accounting, reporting and other administrative functions to ensure successful execution of the grant process.
<ul style="list-style-type: none"> Interrogate contractual performance via monitoring and regular reviews, working alongside the customer and business partners, and recommend appropriate grant agreement action for poor performance.
<ul style="list-style-type: none"> Lead in the preparation of high-quality reports relating to programme performance to the MCA boards and Government Agencies, presenting these where appropriate.
<ul style="list-style-type: none"> Responsible for ensuring that the data within the management information system is robust and up to date across the thematic portfolio to support performance reporting, ensuring records are complete to enable them to show the status of applications and awarded grants at any time.
<ul style="list-style-type: none"> Ensure new statutory provisions are appropriately and consistently reflected in grant agreements, through the quality control of new grant agreements to ensure consistency of clauses when appropriate.
<ul style="list-style-type: none"> Carry out analysis to diagnose service delivery problems. Report on these trends and assist in the development and implementation of action plans to maintain and continually improve levels of service.
<ul style="list-style-type: none"> Responsible for the management of a team of Officers, providing guidance and support across work and individual needs. Pro-actively motivating Officers to ensure grant management and performance management practices are robust and deadlines are met within your thematic area.
<ul style="list-style-type: none"> Undertake any other duties commensurate with the role as requested by management.

About You

What kind of behaviours are important?	
Ambition	Sets challenging, ambitious goals, KPI's and objectives for all of their team based on critical areas of performance
	Visibly demonstrates a can-do approach to their role, challenges they face and changes - upbeat and optimistic
Innovative	Demonstrates connectedness with colleagues when developing solutions to ensure alignment with colleagues' goals
	Thinks strategically when developing solutions and ideas, thinks for the long term to ensure solutions are sustainable
Integrity	Consistently focused to achieve outcomes when faced with conflicting priorities
	Able to successfully manage multiple project streams simultaneously
Collaborative	Demonstrates a mature, inclusive leadership style that encourages debate, discussion, and involvement
	Actively listens to the ideas, thoughts, and opinions of colleagues, doesn't leap to conclusions or dismiss the contributions of others
Flexible	Empowers the team to deliver initiatives, delegates the authority to act to appropriate team members
	Clearly articulates the need for change with the team to establish the motivation and drive to do something in a new way
Impact	Responds swiftly and positively to changes in the agreed objectives or plans, flexible to adapting the plan
	Actively seeks out opportunities to make things better, focused on constantly improving outcomes and processes

What qualifications or wider knowledge do you need?	E/D	A/I
Educated to degree standard or equivalent (must include English language and Maths to GCSE level) or relevant experience	E	A
Proficient in Microsoft Office	E	A/I
Understanding of grant management processes	E	A/I

What previous experience is needed?	E/D	A/I
Experience of managing large programmes, performance and/or control functions	E	A/I
Experience of working on grant funded activity	E	A/I
Experience of reporting writing and presentation	E	A/I
Experience of working closely with senior leadership and/or stakeholders	E	A/I
Experience of establishing business systems, processes, and procedures to increase efficiency	E	A/I
Experience of direct or matrix management of a high performing team	E	A/I
Demonstrable experience of thinking and working strategically, including strategy development and implementation	E	A/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	I

What skills should you have?	E/D	A/I
Ability to work at senior levels within an organisation and partnerships, sometimes in areas of tension and conflict with evidence of sound judgement and an ability to anticipate and plan for future developments and options	E	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
Strong administrative skills and self-motivated with the ability to set priorities and manage multiple tasks under minimal supervision	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
Ability to adopt an effective approach to problem-solving, adapting to changes in circumstances or information.	E	I
Proven ability to manage a team effectively in a fast paced and changing environment	E	I
Excellent and well-developed management skills, to include an ability to think creatively and implement solution and outcome focussed problem solving with an ability to initiate and manage change through influence and collaboration	E	I

Key

E = Essential / D = Desirable

A = Application Form / I = Interview

