



JOB TITLE:	Governance & Contracts Officer		
GRADE:	G8	SERVICE AREA:	Programme Management, R&T
JOB CODE:	EE120GOVEG8		
REPORTS TO:	Programme Management Officer, Accountable Body Team	LOCATION:	Civic Centre
SPECIAL CONDITIONS:	<ul style="list-style-type: none">• Fixed Term Post (2 years)• Evening working may be required to fit in with customer's needs• Home working is allowed in line with Council procedures• This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers.		

1. Main purpose of the job role:

- The post holder will play a key role in supporting the Accountable Body team in the day to day operational delivery of projects which are part of the Accountable Body programme of works. Undertaking a wide range of activities including; reviewing project submissions, developing and drafting grant agreements, managing the pre-contract process, producing reports/briefings and maintaining a database of Accountable Body managed programmes/projects information.
- Providing advice and guidance to project applicants in order to support their understanding and development of compliance for projects and, the achievement of contractual targets. Ensuring the work actively supports/identifies local purchasing, training and employment opportunities and progress these on to the appropriate Officers.
- Act as a point of contact and expertise for the Accountable Body Team, via a range of communications.

2. Role specific duties and accountabilities:

- Act as a point of contact and expertise for the Accountable Body Team, responding to requests for information.
- Assist applicants with project contracts for Accountable Body programmes including; drafting grant agreements, coordinating contracting processes, collating and reviewing information submitted by projects.

- To play a key role in the day to day operational delivery of key external funding streams and projects to include;
 - A detailed understanding of each funding stream and the role of Walsall Council as Accountable Body
 - The application processes for projects as it relates to the Accountable Body Programmes and its requirements, being able to act as a first point of contact for applicants with queries in this regard.
 - Co-ordinate the contracting processes and support projects through the process of approvals and award of grants
 - Co-ordinate the report submission and preparation process for relevant committees.
- Support the relevant Lead Officer in relation to the management and co-ordination of the Council's external grant/funding arrangements and procedures to ensure compliance at all times, including;
 - Procedures and Financial Regulations
 - External Grants Manual and associated procedures
 - Comply with Corporate/Directorate Grant rules and requirements etc.
 - Maintain up-to-date records for the Accountable Body programme of works/projects in accordance with the relevant Accountable Body programmes and Council's Monitoring, Audit and Compliance Frameworks.
 - Maintain up-to-date Subsidy compliance records/database on behalf of the Accountable Body.
- Develop new relationships with delivery partners to ensure a good level of intelligence is available on each of the appropriate projects.
- Maintain effective relationships with key stakeholders, internal and external, and delivery partners, Government Departments and Accountable Body programmes Funders.
- Oversee the co-ordination and preparation of pre-contracting workshops.
- Support the review of submissions, resolution of clarifications as part of the due diligence process for each of the relevant work-stream leads.
- Take responsibility for ensuring reports meet agreed protocols and templates and working to resolve issues with stakeholders ensuring they are delivered in accordance with the approval requirements and within the agreed outcomes.
- Maintain the ICT/ cloud based electronic repositories for the Accountable Body programme of work that facilitates a smooth due diligence/contracting process, delivers transparency and captures all key information in one accessible place.
- Monitor and review the quality and effectiveness of the projects reports to improve performance and ensure best value for stakeholders, suggesting improvements as appropriate.
- Continuously review and develop local systems and processes to ensure the service meets corporate and locally set quality standards.
- Prepare and draft regular briefing notes and reports both internally for appropriate colleagues and for key external partners.

- Represent the Accountable Body Team at Committees, meetings and events as required.
- Participate in working groups and task groups, contributing to the presentation of accurate and timely performance reports.
- Be fully involved in team and service planning.
- Provide general administration assistance to support the team as required.
- To take on responsibility for the delivery of additional duties as reasonably requested by your line management, commensurate with your grade.

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within their areas of responsibility.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



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Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours:		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
Abilities/Skills:		
Good understanding of coordinating and managing the implementation of complex projects and effective processes to deliver a programme of works	A/I	3
Knowledge of key roles and responsibilities of partner agencies	A/I	3
Knowledge of Local Government, Social, Economic Development and Regeneration Issues	A/I	2
Detailed working knowledge of monitoring and assessing compliance processes and frameworks and the development of such frameworks	A/I	2
Knowledge of the Council's contract and finance procedure rules	A/I	2
Good presentation, communication and negotiation skills	A/I/T	3
Ability to form and maintain collaborative relationships and professional working	A/I	2
Good ICT skills with the ability to maintain databases and develop complex documents	A/I	2
Ability to work with a wide range of stakeholders, managers and partners from other agencies/sectors	A/I	3
Excellent organisational skills with the ability to work with minimal supervision	A/I	3
Excellent attention to detail with the ability to work with a high level of accuracy	A/I/T	3

Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.		
Experience of developing high quality and complex funding agreements/contracts within the Public Sector or Local Authority	A/I	3
Experience of national/government funding streams in a governance, contracting or monitoring capacity	A/I	3
Excellent networking and advocacy skills with the ability to persuade and influence	A/I	3
Commitment to achieving excellence in service provision with a track record of consistent high achievement	A/I	2
A demonstrable commitment to continuous improvement	A/I	2
Able to demonstrate a commitment to consulting service users	A/I	2
Experience of producing reports and action plans and presenting these at both formal and informal (internal and external) meetings	A/I	2
Evidence of continuous professional development (where applicable)	A	
Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
Degree/HND within an appropriate field or equivalent experience	A	
Other Essential Requirements		
An awareness of, and commitment to, equality of opportunity	I	2
Awareness of, and commitment to, confidentiality and handling data	I	3
Prepared by:	Prepared in May 2017 by Mark Lavender updated March 2024	Date: