



<b>JOB TITLE:</b>	Accountable Body – Programme Management Officer		
<b>GRADE:</b> <b>JOB CODE:</b>	G10 REG40JOING10	<b>SERVICE AREA:</b>	Programme Management
<b>REPORTS TO:</b>	Accountable Body Governance, Finance & Performance Manager	<b>LOCATION:</b>	Civic Centre
<b>SPECIAL CONDITIONS:</b>	<ul style="list-style-type: none"><li>• Evening working may be required to fit in with customer's needs.</li><li>• Your designated place of work will be the Civic Centre. The council operates customer focused hybrid ways of working. This is subject to change and you may be required to work from other locations, short or long term.</li><li>• This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers. The Post holder will be required to communicate verbally with customers and provide advice and/or information in accurate spoken English.</li></ul>		

### 1. Main purpose of the job role:

- To support the Governance, Finance & Performance Manager with the successful implementation of Grant funded projects and programmes
- Taking responsibility for setting into place and administering an effective evidence recording and payment process, as part of the Accountable Body processes, responsible for external funding.
- Taking responsibility for ensuring that all Walsall projects are developed and delivered in accordance with Council: Grants Manual, Financial Regulations and Audit Requirements, and that all relevant approvals are sought and secured in a timely manner.
- Working together with the Programme Management Officer (Performance), record and maintain profiles (performance and financial) for consideration and inclusion within grant agreements and contracts for services.
- Taking responsibility for the production and recording of all external grant claims (e.g. working with the responsible officers concerned to ensuring that all payment deadlines and evidence requirements are met and all finances are claimed and accounted for).

- Ensuring that all appropriate paperwork and evidence is sent to senior colleagues, so that they are in a position to consider and approve claims or external payments within the contractual timeframes (currently 14 days) agreed.
- Monitoring the delivery of all projects (internal or external) contracted, ensuring they are delivered in accordance with their financial profiles, informing the accountable officer/s at the earliest opportunity of any / all noncompliance or poor performance.
- Taking responsibility for ensuring that where Walsall Council is the Accountable or Lead Body for a contract, project, or programme, that all Council requirements for approval are followed and obtained, and by working with the accountable officers that all procedural, monitoring, and accountability arrangements are set into place.
- Taking responsibility for ensuring that all delegated projects; approvals methods, timeframes, and processes (in terms of order / format / requirement etc.) are understood and complied with, including the drafting, and delivering of any required briefings / guidance for participant bodies and their staff.
- Taking responsibility for the production of monitoring compliance and audit plans, ensuring all are carried out in line with programme/project requirements.
- Taking responsibility for carrying out and the preparation of Monitor and Compliance audit meetings, the preparation of Monitoring and Compliance reports following meetings, including the recording actions, taking responsibility for their follow up and holding grantees to account for their resolution
- Taking responsibility for the preparation of programmes and projects for internal and external audits.
- Taking responsibility for the initial development and subsequent fostering / building of effective relationships with: Government Departments, Cabinet Portfolio Holders, Directors and Senior Managers.
- Dealing with conflict resolution amongst the partner's membership and associated organisations as necessary to meet the required objectives.
- Deputising for the Governance, Finance & Performance Manager when required.
- Ensuring your work actively supports / identifies local purchasing, training, and employment opportunities, progressing or passing these onto appropriate officers.

## **2. Role specific duties and accountabilities:**

1. Working with senior managers, politicians, board members and applicants to grant Programmes, to ensure that appropriate key priorities are understood captured and set out, so that the work required in their delivery is focused / undertaken.
2. Taking responsibility for the implementation of payment and financial evidence recording processes that fulfils the terms and conditions of programmes (as approved by Government or the West Midlands Combined Authority) and its beneficiaries (approved recipients).
3. Taking responsibility for ensuring that all Walsall projects are developed and delivered in accordance with Council: Grants Manual, Financial Regulations and Audit

Requirements, and that all relevant approvals are sought and secured in a timely manner.

4. Taking responsibility for ensuring that where Walsall Council is the Accountable or Lead Body for a contract, project or programme, that all Council requirements for approval are followed and obtained, and by working with the accountable officers that all procedural, monitoring and accountability arrangements are set into place.
5. Taking responsibility for ensuring that for all Walsall projects that the approvals methods, timeframes and processes (in terms of order / format / requirement etc.) are understood and complied with to enable approvals to be granted and then set into place.
6. Ensuring that by working with appointed contractors that all appropriate paperwork and evidence to Senior colleagues is provided quickly, so that they are in a position to consider and approve claims or external payments within the contractual timeframes (currently 14 days) agreed.
7. Taking responsibility for ensuring that where Walsall Council is the Accountable or Lead Body for a contract, project or programme, that all Council requirements for approval are followed and obtained, and by working with the accountable officers that all procedural, monitoring and accountability arrangements are set into place.
8. The post holder will be required to draft any required processes and procedural documents for the administration / compliance by key partners and stakeholders associated with the administration of external / internal funding arrangements that run through the Accountable Body process. This will also involve the drafting and delivering of any required briefings / guidance for participant bodies and their staff.
9. Working together with the Programme Management Officer (Performance), design and maintain performance and financial profiles, taking responsibility for the financial elements included within subsequent grant agreements or contracts for services.
10. This officer will report directly to the Governance, Finance & Performance Manager in the delivery the following duties and act up when required:
  - Monitoring all financial spend, challenging profiles/evidence provided by grantees, reporting on all variances / issues and opportunities,
  - Monitoring all performance outcomes, reporting on all variances / issues and opportunities
  - Taking remedial action with grantees as required, in particular on poor performance or non-compliance.
  - Maintenance of audit oversight and operational planning to effectively monitor financial compliance and on-going accountability by the Accountable Body and its contractors.
  - Undertaking a regular review of contracts for overage, clawback, land charges, performance bonds and to ensure release of funds are in line with all conditions.
  - Effective administration of all internal accounting and finance processes
  - The effective production of claims for external funding in accordance with terms and conditions to ensure income is maximised etc.
  - Responsibility for the scheduling, calling, administration, agenda setting and minute taking of the required meetings with key internal, external partners and stakeholders.
  - Effective administration of all internal accounting and finance processes

- Effective checks of claims in accordance with the terms and conditions of the grant.
11. Responsibility for ensuring that the content of all briefing notes or reports is appropriate, accurate and meaningful, sense checking to ensure answers all questions posed / requested by group members and included / covered etc
  12. Drafting reports on behalf of the Accountable Body, for initial consideration by the Programme Manager (Head of Service) prior to submission to Working Groups / Advisory Boards/ Boards
  13. Taking responsibility for the regular (monthly / quarterly) production of Programmes progress and monitoring reports for Senior Managers / Working Groups/ Boards, to include:
    - Details of financial performance against targets for each individual contract
    - Details of financial performance against targets for each collective programme,
    - Collective details of financial performance overall
    - Consequences and recommendations for remedial action etc.
  14. Supporting the Governance, Finance & Performance Manager and Senior Colleagues as required / requested with the preparation of reports above process for consideration by Senior Managers, Working Groups and Boards
  15. Responsibility for the development, implementation and subsequent content of Programme Action Plans ensuring that the responsible participant organisations understand what's required and are held accountable to achieve it.
  16. Responsibility for ensuring that the resultant plans to meet these actions are produced by all participant organisations and progress is then monitored, holding them to account and chasing completions and reporting on progress to the appropriate groups etc.
  17. To amend or put in place new processes and procedures to ensure compliance with all our external funding requirements, establish their effective implementation and a consistent approach to carrying out tasks.
  18. To lead on or support the design / development of new and up to date Management Information reporting, that enhances / improves information and messages conveyed.
  19. Ensuring your work actively supports / identifies local purchasing, training, and employment opportunities, progressing or passing onto appropriate officers.
  20. To actively support/take on duties as requested in support of the Councils Policies and Procedures.
  21. To take on responsibility for the delivery of additional duties as reasonably requested by your line management, commensurate with your grade.
  22. To communicate verbally with customers and provide advice and/or information in accurate spoken English.

### **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.



JOB TITLE: Programme Management Officer	GRADE 10	
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	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b> refer to corporate behaviours document		
<b>Professionalism</b> - 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.	I	3
<b>Leadership</b> - 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	
<b>Accountability</b> - 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.	I	3
<b>Transparency</b> - 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.	I	3
<b>Ethical</b> - 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.	I	3
<b>Abilities/Skills:</b> (refer to JE guidance document)		
Excellent networking, advocacy, oral and presentation skills with the ability to persuade, influence and challenge.	A/I	3
A commitment to achieving excellence in service provision/delivery	A/I	3
Excellent understanding of how complex partnerships work and interact, preferably with knowledge of the Black Country.	A/I	3
Excellent time management skills, possessing the ability to evaluate options, balance competing pressures and produce the required results on time	A/I	3
An excellent administrator with credibility, able to demonstrate where required comprehensive organisational capabilities, initiative and drive.	A/I	3
Excellent understanding of Action Planning processes and disciplines, able to set clear tasks for others, and achieve results with the minimum of supervision	I	3
Acts in a collegiate and collaborative way that engages with people at all levels.	I	3
An excellent negotiator with experience in a partnership environment.	A/I	3
Able to deliver/drive results against strict and often challenging timeframes	I	3
Highly developed communication skills, within both the private and public sectors, understanding/utilising the appropriate language.	I	3
Clear communicator with highly developed oral skills with audiences including senior managers, directors of organisations and Government departments etc.	I	3
Clear communicator with highly developed written and presentation skills	A/I	3
Highly customer focused, motivated, resourceful and resilient	I	3
Proven ability to work under your own initiative	I	3

Significant understanding of the financial administration processes associated with the management of grant funding within public sector	I	3
Effective officer with vigour and a passion for promoting achievement and delivery through partnership working.	A/I	3
Awareness and sensitivity, to be able to operate within a political environment working effectively with elected members, senior managers, strategic funding bodies and other organisations, partners and agencies	A/I	3
Excellent ambassador, open, engaging with an enthusing and a winning style, which can interact effectively with a wide range of stakeholders	A/I	3
Personal and professional credibility, which will earn the confidence of key stakeholders, staff and partners	A/I	3
Creative thinker, able to get the best results from a range of partner organisations	A/I	3
Acts in a collegiate and collaborative style that engages with people at all levels and promotes positive relationships.	A/I	3
Highly motivated and not easily discouraged.	I	3
High degree of probity, integrity and resilience.	I	3
The ability to work independently with the minimum of supervision.	A/I	3
The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post.	I	3
<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.		
Excellent Experience of the Action Planning processes and disciplines, able to set clear tasks for others, and achieve results with the minimum of supervision.	A/I	3
Experience of operating within a political environment at cabinet member levels, with awareness and an understanding of the roles played and the tensions etc.	A/I	3
Effective negotiating skills, at senior levels over complex and demanding issues	A/I	3
An awareness of and commitment to equality of opportunity	I	2
Significant experience in a public or private sector organisation with clear evidence of success in the delivery of effective financial administration.	A/I	3
Significant experience in the development and administration of Action Plans, with evidence of success in maintaining the financial performance by third party organisations.	A/I	3
Experience of Partnership working specifically in the development of relationships, with the ability to work within and make the most of the partnership environment.	A/I	3
Wide ranging evidence of developing and maintaining excellent working relationships within both the private and public sectors.	A/I	3
Excellent experience in the production of detailed/complex financial reports, progress reports, action plans, and briefing notes.	A/I	3
Experience of operating within an Economic Development/Planning/Development environment with an understanding of the Regeneration agenda.	A/I	3
Significant experience in the delivery of financial administration processes associated with managing external and internal grants/funding within the public sector.	A/I	3
Experienced in the submission and receipt of grant claims, their evidential requirements including the internal/external processes and compliance.	A/I	3
Evidence of continuous professional development (where applicable)		
<b>Qualification:</b> 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.		
Educated to degree level or possessing equivalent experience within the appropriate field/s.	A/I	3
Holding a project management qualification (e.g. Prince 2) or equivalent experience within the field of financial/programme/project management and its techniques.	A/I	3
<b>Other Essential Requirements</b>		
An awareness of, and commitment to, equality of opportunity	I	3
Awareness of, and commitment to, confidentiality and handling data	I	3
<b>Prepared by:</b> Alison Guerra	<b>Date:</b> 01.08.24	