



JOB TITLE:	Community Grants Compliance Officer		
GRADE:	G8	SERVICE AREA:	Programme Management
JOB CODE:	RT491COMMG8		
REPORTS TO:	Programme Manager	LOCATION:	Civic Centre & Homeworking
SPECIAL CONDITIONS:	<ul style="list-style-type: none">• 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.• 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.		

1. Main purpose of the job role:

- The post holder will play a lead role in coordinating approvals and the assurance and scrutiny of Community Grants programmes of work, assessing application of agreed processes as outlined by Funders as well as other regulatory and compliance requirements. Overseeing and monitoring all areas of compliance activity, as well as providing external regulatory insight, integrity and expertise.
- Continually monitor performance to improve quality and effectiveness to ensure the governance and transparency of the programme objectives are achieved, in line with all governance frameworks, legislative, regulatory requirements, best practice and agreed contractual targets.
- Providing technical advice, guidance and support to external and internal stakeholders to support their understanding and development of compliance for projects. Ensuring the work actively supports value for money and identifies local purchasing, training and employment opportunities.
- Work closely and collaboratively with the Community Grants Team, Programme Management Service, and key stakeholders.

2. Role specific duties and accountabilities:

- Act as a point of contact and expertise for the Community Grants Team, responding quickly and effectively to requests for information.

- Be responsible for ensuring that externally funded projects and proposals are designed, developed and delivered in accordance with the Council's grants manual procedures and funder rules and requirements. Ensuring appropriate approvals are sought and appropriate risk mitigation/control measures are in place
- To have a full and detailed understanding of all contract requirements in relation to expected compliance standards and be responsible for all areas of compliance across the agreed governance framework for externally funded programmes of work. E.g Town Deal and UK SPF.
- Continuously review and streamline processes to ensure the service meets corporate and locally set quality standards. Support with any updates including, highlighting training where required.
- Conduct monitoring visits, updating appropriate action logs, reporting on performance, making recommendations, and acting where necessary, to meet the required business and service targets.
- To support the monitoring and reporting function of Community Grants including resources, work streams and report on performance, making recommendations and acting where necessary, to meet the required business and service targets.
- Support the compliance work of the team to meet Section 151 Officer Requirements, reporting to Section 151 Officer and their nominated Officers on compliance status.
- Build influential and effective relationships with Council teams and key external stakeholders and partners to ensure a good level of intelligence is available for all work streams.
- Develop and maintain a supportive, credible and trusting partnership approach with Funders, Government and Local Authority stakeholders to ensure compliance of programme activity, in line with approvals for successful implementation.
- Oversee the pre-contracting process, identifying due diligence issues and briefing the Accountable Body and Community Grants Team.
- Implementing measures to track overall programme status, performance of projects and assess the consistency of compliance, to drive continuous improvements and the quality of reporting.
- Design and maintain a document cycle for all compliance related policies and papers, operating supporting processes and a schedule to ensure regular review and updates.
- Design and implement a compliance monitoring audit visit dashboard with KPI's to assess compliance and verify evidence.
- Work closely with key stakeholders and the accountable body to support with the preparation and completion of regular audits for contracted programmes, within expected deadlines. This will also include attending meetings with auditors both in person and on MS Teams.
- Seek information and feedback from external stakeholders to identify, analyse and implement service improvements.
- Lead the participation in regulatory reviews and end of year sign-off, implementing any actions and updates to the appropriate reporting information.

- Oversee the coordination of visits including drafting reports and paperwork, in close liaison with the Community Grants Team.
- Monitor the overall status of projects, updating action logs and status.
- Continuously review and streamline processes to ensure the service meets corporate and locally set quality standards.
- Establish collaborative working between departments to support compliance and delivery of complex work streams.
- Oversee subsidy control programme information spreadsheets.
- Prepare and write reports/briefs for key external partners.
- Represent the Community Grants Team at meetings and events as required.
- Chair and 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.
- Review project and publicly documentation to ensure compliance with regulatory requirements.
- Contribute to marketing and public relations activities to raise the profile ensuring eligibility and compliance requirements are outlined.

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 Community Grants Compliance Officer	GRADE G8	
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: refer to corporate behaviours document		
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: (refer to JE guidance document)		
Commercial awareness and understanding of Local Government, Social, Economic Development and Regeneration issues and frameworks within a Local Authority environment	A/I	3
Excellent presentation, communication and negotiation skills	A/I	3
Ability to establish a high degree of credibility, respect and trust at all levels	A/I	3
Ability to form and maintain collaborative relationships and professional working with the confidence to constructively challenge	A/I	3
Resilient and able to manage challenging situations within a busy environment	A/I	3
Knowledge of the Council's contract and finance procedure rules	A/I	2
Excellent ICT skills with the ability to design, implement and maintain databases to assess compliance and verify evidence	A/I	3
Influence a wide range of stakeholders, managers and partners from other agencies/sectors	A/I	3
Excellent organisational skills including demonstration of delegation skills	A/I	3
Excellent attention to detail with the ability to work with a high level of accuracy	A/I	3
An understanding of procurement in a local government environment	A/I	2

The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post.	I	3
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.		
Sound knowledge of overseeing the implementation of complex projects and effective policies and processes to deliver a programme of works with agreed contractual targets	A/I	3
Knowledge of key roles and responsibilities of partner agencies involved in joint working initiatives and projects	A/I	3
Experience in overseeing and monitoring high quality and complex compliance based activities within the Private/Public Sector, Local Authority or a multi-sector/Partnership environment	A/I	3
Experience of national/government funding streams in a compliance, governance or monitoring capacity	A/I	3
Excellent networking and advocacy skills with the ability to challenge, persuade and influence	A/I	3
A strong commitment to achieving excellence in service provision with a track record of consistent high achievement	A/I	3
Skilled in managing performance from individual, team and service perspectives	A/I	2
Experience of performance management including personal development plans	A/I	2
A demonstrable commitment to the delivery of the highest level of compliance and best practice.	A/I	2
Able to demonstrate a commitment to consulting service users	A	2
Experience of producing reports and action plans and presenting these at both formal and informal (internal and external) meetings	A/I	2
Qualification		
Degree or equivalent experience	A	
An awareness of, and commitment to, equality of opportunity		
Awareness of, and commitment to, confidentiality and handling data		
Prepared by: C Wills		
Date:		12 July 2024