

Job Description

Post title	Investment Fund Appraisal and Monitoring Officer
Grade	N9
Directorate	Finance and Investment
Team	Programme Assurance and Risk Management
Reporting to	Principal Investment Programme Assurance Manager
Responsible for	

Job Purpose

To lead on the appraisal and monitoring function for the North East Mayoral Combined Authority (North East CA) Investment Fund, ensuring projects and programmes are developed and delivered to a high quality, to ensure the North East CA fulfils its corporate and strategic responsibilities.

Duties and responsibilities

Listed below are the responsibilities this role will be primarily responsible for:

- To deliver a portfolio of projects and programmes, negotiate and manage contracts and funding agreements on behalf of the North East CA.
- To develop and lead a performance management process for the Investment fund, including policies which address underperformance.
- Provide advice support and guidance to colleagues and delivery organisations to ensure that externally delivered projects are delivered effectively and efficiently
- Ensure timely identification, reporting and resolution of concerns and disputes through appropriate channels
- To comply with all internal and external systems and processes, develop and maintain appropriate records and audit documentation
- To lead on performance management and evaluation of the programme.
- To develop and maintain positive and collaborative relationships with external and internal partners, to support the delivery of the programme.
- To promote and implement the North East CA's equal opportunities policies in all aspects of employment and service delivery.

Organisational responsibilities

- **Communication**

We communicate effectively with our peers, partners and local authorities and work collaboratively to provide the best possible outcomes. Communication between teams, services and partner organisations is imperative in providing the best possible service to the region.

- **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and in using organisation information assets.

- **Health, Safety and Wellbeing**

We take responsibility for health, safety and wellbeing in accordance with the North East CA Health and Safety policy and procedures.

- **Performance Management**

We promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. You will contribute to the organisation's appraisal processes to ensure continuous learning and improvement and to increase organisational performance.

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by their manager.

Values and Behaviours

Our values and behaviours are the things that are important to us, individually and as a team. They articulate the way we want to conduct ourselves. Combined, they work together to make us who we are and we use them to anchor all that we do. The North East CA values are:

- Strive for brilliance
- One team
- Drive sustainability
- Make it happen
- Be inclusive

Equalities and Diversity

We are committed to creating a fairer North East where everyone can thrive with aspirational jobs, new skills, and better homes. All employees are responsible for taking proactive steps to eliminate discrimination, advance equal opportunities and foster good relationships in every aspect of their work.

Special requirements of post

- **DBS**

This post is not subject to a disclosure.

- **Politically restricted**

This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State.

Person specification

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The following criteria will be used to shortlist at the application stage and will be further explored at the interview stage.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Experience based role – demonstrable skills and knowledge required. 	<ul style="list-style-type: none">
Experience	<ul style="list-style-type: none"> Strong track record of successfully managing a portfolio of projects and programmes, ensuring delivery targets are met in line with agreed timescales. Demonstrable experience of working successfully with delivery partners to develop and deliver grant or loan investment funds. 	<ul style="list-style-type: none"> Experience of working within a political environment.
Skills and Knowledge	<ul style="list-style-type: none"> A good understanding of economic strategies and current policy on economic development and local growth. Excellent written and oral communication skills, including effective negotiation skills. Able to analyse, assimilate and present complex issues in a clear and coherent way. 	<ul style="list-style-type: none"> Applied knowledge of the economy of the North East. Technical knowledge on HMT Green Book, Subsidy Control and Procurement law.

Personal Qualities	<ul style="list-style-type: none">• High level of integrity and professionalism.• Adaptability and willingness to embrace change.• Proactive and results orientated approach.• Committed to the principles of equality and diversity.	
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