

Job Description

Post title	Programme & Funding Team Leader
Grade	N9
Directorate	Finance and Investment
Team	Programme Assurance and Risk Management
Reporting to	Principal Investment Programme Manager
Responsible for	

Job Purpose

This team leader role will be responsible for managing a team of officers to deliver the contract management function across a number of Revenue and Capital Investment Programmes. They will be responsible for driving the delivery of activity and distribution of funding in accordance with contractual requirements. This function is pivotal in supporting the realisation of the Combined Authority's strategic objectives while ensuring we fulfil our statutory duties and that our processes stand up to scrutiny.

This crucial role will be key to ensuring the Combined Authority meets political expectations and maximises the outcomes and impacts of our investments, in line with:

- The North East Combined Authority Single Assurance Framework
- The North East Combined Authority Risk Management Framework
- The North East Combined Authority Monitoring and Evaluation Framework
- The North East Combined Authority Corporate Plan

Duties and responsibilities

- Responsibility for managing delivery of a high volume of investment contracts (grant and loan) including timely and accurate processing of the quarterly monitoring returns and claim payments, supporting delivery of Combined Authority projects and programmes.
- To have oversight of the delivery of North East CA funding contracts, working across the organisation to collate accurate project and programme level forecast information, quality assuring and authorising financial claims up to £500k in accordance with delegations, ensuring projects are performing in line with contractual obligations and that risk is managed effectively.

- Ensure timely identification, reporting and resolution of concerns and disputes through appropriate channels, working with grant recipients and CA Officers to overcome any barriers to delivery.
- Develop and manage internal and external stakeholder relationships with delivery partner's, with the ability to influence and persuade. Leading on resolving escalated matters in respect of contract management, bringing people together and to find innovative solutions that enable delivery while meeting the Combined Authority's assurance principles and accepted risk tolerance.
- To develop and regularly review a fit for purpose business process and quality management system for the management of Investment funds, which ensures effective risk management, maximises financial and programme performance, and good governance.
- To monitor portfolio and programme budgets, ensure allocations are updated based on performance and real-time delivery working collaboratively with Finance colleagues to support Budget Monitoring at an organisational level.
- Production of performance reports for Senior Management and Programme Boards including political representation to enable informed decision making and support Corporate Planning.
- Provide expert technical support and guidance to colleagues, delivery organisations and grant beneficiaries on assurance principles and statutory requirements to enable successful delivery. This includes the delivery of internal and external training and the undertaking on-site monitoring visits to external organisations.
- To ensure management information is processed, analysed and presented as required to ensure programme and projects are effectively monitored.
- Coordinate responses to requests for information from the Mayor, Elected Members and Central Government.
- To manage allocated staff in line with Combined Authority procedures to ensure service delivery.
- To deputise for the Principal Assurance Manager as and when required, representing the Directorate within the Combined Authority and externally.

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"> Qualifications in or working towards finance, audit or project management
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 leading teams and directing the work of others Experience of working in an audit or finance function
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"> Technical knowledge on HMT Green Book, Subsidy Control and Procurement law.

Personal Qualities	<ul style="list-style-type: none"> • Demonstrates strong leadership with an ability to bring together teams, partners and stakeholders to deliver shared goals and successful outcomes • Demonstrates a strong eye for detail, ensuring accuracy and consistency in their work • Able to produce high-quality outputs under pressure, managing competing priorities and tight deadlines without compromising standards. • High level of integrity and professionalism. • Proactive and solutions focused approach. • Committed to the principles of equality and diversity. 	
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