

JOB DESCRIPTION

Job Title	Economic Development Project Support Officer		
Directorate	Climate & Place		
Reporting to	Economic Development Project Coordinator		
Grade	12		
Evaluation ref:	AT1158	Job ref:	Family PRC12
Role purpose			
<p>To support the management and delivery of a range of economic recovery and growth projects. The post holder, in their technical officer capacity, will undertake all or any of the specific responsibilities listed below to fulfil the lead partner and/or accountable body functions for various projects.</p>			
Responsibilities			
<ol style="list-style-type: none"> 1. Under the direction of the Project Co-ordinator, provides a comprehensive support function in relation to delivery, monitoring, and evaluation of projects, e.g. input to project governance; commissioning and contract management of activity; production, updating and review of key project documentation; resource monitoring and management; risk management and communication activities. 2. Develop and maintain specialist understanding of project eligibility, compliance, management and reporting requirements. 3. Work with the Project Co-ordinator to ensure that all project activity, expenditure, and outputs are delivered in strict compliance with all relevant policies, regulations, and requirements. 4. Support the compilation and retention of a complete supporting audit trail and accurate reporting to the relevant funding organisation. 5. Work with the Project Co-ordinator to commission activity, as required, to support delivery of the projects' objectives and outputs. Support work to ensure that procurement exercises are undertaken in accordance with the procurement requirements of the funder, as well as SC's contract standing orders, providing input to contract management, as necessary. 6. Work with the Project Co-ordinator to identify any risk of failure by the project to meet objectives, milestones, expenditure and/or output profiles and provides input to recommendations on how these risks are evaluated and addressed. 7. Support the production and submission of quarterly project claims, output returns and progress reports to the relevant managing authority, including addressing supporting evidence and/or clarification requests. 8. Work with the Project Co-ordinator to identify any requirement for Project Change Requests to the relevant managing authority for the project and support the development and submission of associated documentation. 9. Support preparation for, completion of, and follows-up on inception, audit and closure visits as required for the Project. 			

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10. Support the development and delivery of project-specific publicity activity in line with programme requirements.
11. Support arrangements to ensure the projects' fulfilment of summative assessment requirements, as set out in the funding agreement.
12. Work with the Project Co-ordinator to support, in the context of the project, the development of a culture of continuous improvement. Collect, collate, and analyse information and provide input to recommendations to inform ongoing project delivery, quality assurance and improvement.

Impact

Contacts and Relationships

- Formal and informal contacts are likely to be at a technical and professional level up to senior manager level, both internally and externally. Contacts will embrace all media, i.e. written, oral and electronic.
- Work closely with the Project Co-ordinator to develop and maintain operational relationships with staff from organisations represented on the relevant project steering groups.
- Develop and maintain relationships with a variety of SC services e.g. HR and OD, economic development, property, procurement, finance, communications and legal.
- Develop and maintain relationships with external public and private agencies such as the Department for Work and Pensions (DWP), Department for Education (DfE) and the Department for Levelling Up, Communities and Housing (DLUCH) and other organisations, as appropriate, to support fulfilment of the accountable body functions for projects.
- Attend and participate in a wide range of internal and external meetings in relation to projects, on both an individual and group basis.

Resources

Provide a comprehensive support function for projects with various values, many of which are in excess of £1m.

Somerset County Council is subject to Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English will be an essential requirement for customer-facing roles.

The role is funded by Somerset Council and external funding bodies

Knowledge / Experience / Skills

	Essential	Desirable	
Knowledge			
Knowledge and experience of project support, including financial administration.	E		



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Knowledge and/or experience of supporting commissioning activity.		D	
Knowledge and experience of supporting public procurement exercises and/or supporting contract management.		D	
Knowledge and experience of eligibility and compliance requirements for Government funded programmes and implications for project implementation, reporting and evaluation.		D	
Knowledge and/or experience of using and updating Customer Relationship Management (CRM), electronic grant claim and reporting systems.		D	
Experience			
Experience of producing reports to support decision-making.	E		
Experience of Partnership working.		D	
Qualifications / Registrations / Certifications			
A level or NVQ Level 3 qualifications and/or relevant work experience that aligns with the Role Description.	E		
Qualification in project management, business studies, finance, economics or other similar business / professional discipline.		D	
Skills			
Sound IT skills with proficiency in use of Microsoft packages.	E		
Sound communication skills (verbal and written) with the ability to impart technical information in a clear and concise way.	E		
Ability to speak fluent English as stated in Part 7 of the Immigration Act (2016).	E		
Working Conditions			
This job will be working remotely, however there may be a requirement to visit offices for meetings, etc. There is flexibility around when the work is completed.			
Working Arrangements			
Somerset Council's dynamic Working Strategy will be applied to this position.			
Corporate Responsibilities			



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Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: 3rd July 2024