

JOB PROFILE: Shared prosperity Officer	Grade G
<p>Job Purpose</p> <ul style="list-style-type: none"> • Reporting to the Head of Economic Development and Regeneration (HEDR), proactively and effectively coordinate and lead the day to day operational activity in relation to the Council's funding allocation from the UK Shared Prosperity Fund. (UKSPF) • Lead on the commissioning, monitoring, management and evaluation of all contracts and Government reporting requirements relating to UKSPF. • Liaise and create strong working relationships, with internal and external stakeholders to ensure maximum benefit of UKSPF to the community of Tamworth. • Support the HEDR in developing a UKSPF governance board. 	<p>Experience</p> <ul style="list-style-type: none"> • Experience and evidence of partnership working in a multi-agency environment • Experience of delivering business plans and work plans within agreed parameters. • Experience of project management (leading or contributory role) • Experience of budget monitoring and effective use of resources • Experience of commissioning projects and performance monitoring
<p>Functional Responsibilities</p> <ul style="list-style-type: none"> • Oversee the procurement and commissioning of contracts in order to deliver against the targets set for UKSPF in Tamworth. • Proactively manage and monitor all awarded contracts to ensure they are performing to the agreed spend profile and meet the necessary outcomes and outputs. Coordinate and support the development of the Governance board for delivering UKSPF ensuring engagement and understanding by all involved. To represent the Council at relevant external meetings and ensure that UKSPF is delivering against its objectives. • Proactively engage with stakeholders to promote UKSPF and its delivery in Tamworth. • To monitor all budgets and expenditure relating to the delivery of UKSPF. • To develop and utilise data and other information to continually inform the development of evidence based decisions and approach to operational delivery relating to the Council's approach to UKSPF and other external funding streams of a similar nature. • To ensure that all fund monitoring and evaluations requirements are collated, completed and returned within set timescales • To lead on consultation and engagement with stakeholders as required. • To work across service areas and the wider organisation to ensure efficient and effective delivery of the UKSPF • Advise and deliver the procurement / commissioning process for dispersing the UKSPF. • To undertake all corporate requirements on health and safety, equal opportunities, data protection, risk management and compliance with financial regulations 	<p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Educated to degree level or proven relevant experience • Knowledge of relevant legislation and good practice including underlying concepts and principles • Ability to write and present clear and concise reports to enable decision making • Ability to create a climate where internal colleagues and partners are involved, empowered, and equipped with the necessary knowledge and information to deliver the requirements of external funding programmes. • Ability to communicate effectively and ensure staff across multiple teams are compliant with and up to date with legislation, guidance, good practice and relevant policies and procedures • Knowledge of public procurement and commissioning; the financial and legal regulations regarding procurement • Skilful negotiator and ability to positively influence the perceptions of people internally and externally • Excellent organisational and interpersonal skills • Excellent attention to detail • Ability to work on own initiative • Able to analyse data, solve problems and apply creative solutions, new concepts and untried ideas. • Ability to build positive working relationships with other colleagues and to foster a positive approach to collaboration amongst a wide range of partners.

<ul style="list-style-type: none"> • Represent the Council at external meetings as required • Deputise for the Head of Economic Development and Regeneration as required • Preparation and submission of relevant bids for external funding 	
<p>Strategy/Policy Development</p> <ul style="list-style-type: none"> • Contribution to the development of a UK SPF delivery approach. • Contribution to the development of policies around the delivery of external funding. 	<p>Attributes</p> <ul style="list-style-type: none"> • Personal credibility with a high degree of integrity • Resilient and resourceful in the face of conflict and uncertainty • Commands the confidence of members, staff and partners • Excellent approach to customer service
<p>Other:</p> <ul style="list-style-type: none"> • Any other reasonable duties commensurate with the grade and general nature of the post. 	