

Job Profile

Position Details	
Post	Opportunity Investment Fund Support Officer
Service Area	Housing, Planning and Regeneration/Regeneration/South Tottenham
Reports to	Tottenham Town Centre Growth Manager
Grade	PO2
Job Family	To be completed by HR

Role Purpose
<p>This is a role within Haringey Council's Regeneration Team, full-time fixed term until 31 March 2022.</p> <p>The role is expected to administer and monitor the Opportunity Investment Fund and its performance and to provide reports to the OIF Advisory Group made up of officers from the Council and GLA.</p> <ol style="list-style-type: none"> 1. To support the lead officer for the Opportunity Investment Fund (OIF), specifically leading on the monitoring of the OIF including effective secretariat support for the OIF Advisory Group meetings 2. To develop and maintain systems to monitor outputs and outcomes of the OIF programme in line with the grant agreement with the Greater London Authority (GLA) and to update these when required 3. To be the first point of contact for OIF enquiries from potential loan applicants and to supply relevant information to them 4. To collect monitoring information from each OIF loan recipient in line with the loan agreements and produce summary progress reports for management and funders as and when required 5. To lead on the process and submission of monthly monitoring and quarterly grant claims to the GLA 6. To develop and maintain an up to date database of available commercial property in Tottenham by liaising with colleagues within Tottenham Regeneration, Business Support, Economic Development and inward investment, local agents, landowners and other partners 7. To promote the commercial property database to businesses looking for commercial space, especially potential OIF applicants, within and outside of Haringey 8. To assist the OIF lead officer and Communications colleagues in all marketing and promotion activities associated with OIF and inward investment 9. To maintain document and version control

Main Responsibilities

1. Opportunity Investment Fund. To monitor and administer OIF including:

- Responding to initial queries regarding the OIF and progressing accordingly
- Scheduling regular monitoring visits between loan recipients and the lead OIF officer and themselves
- Contacting OIF loan recipients for regular monitoring information
- Updating and analysing monitoring information and summarising in regular monitoring reports; both for the external grant-funder (GLA), internally through the Tottenham Programme Delivery Board, and with Corporate Finance
- Compiling the quarterly OIF grant claim to the GLA
- Assisting the lead OIF officer in preparing programme update reports and associated material
- Document production and version control including drafting of internal monthly programme monitoring reports
- Secretariat support for the OIF Advisory Group including organising meetings, agenda pack distribution and minute-taking

2. Financial Management. To support the lead OIF officer to monitor and manage project budgets ensuring that they are effectively controlled within the approved cash limits and authorised delegations. To establish and maintain the contract management for key contracts and loan agreements. Support the invoicing and SAP monitoring process.

3. OIF Investment Database. To maintain and keep up-to-date the database used to assist the pipeline of OIF applicants in sourcing commercial property. To liaise with local agents, landowners and other partners to ensure the information held is accurate and timely and to promote the contents of the database to enquirers and contacts known to be interested in property.

4. Service Quality. To be accountable for the quality of the services supplied by their area of responsibility and for improvements in quality and efficiency of operations. Determine risk levels and ensure processes in place to manage risks to meet service objectives.

5. Managing Diversity and Equality. To understand the effects of discrimination and exclusion against certain groups of customers and employees and an ability to eradicate that discrimination through the promotion of inclusion and equality of opportunities.

6. Health & Safety. Be aware of and comply with current Health & Safety regulations and the Council's Health & Safety policy as it relates to the duties and responsibilities of the post.

7. Additional Duties. To undertake any additional duties commensurate with the post as may be required. This could include preparing presentations, promotion of the OIF at events, audit exercises, EqIA monitoring, ad hoc project management or support, office management duties.

Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
x				
Are the staff based at the same work location?				n/a
Will the post holder be responsible for contract / agency / project staff?				No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	y	90	Use of a computer.	y	80
Audio typing.			Crisis or conflict situations.		
Walking more than a mile.			Manual handling.		
Working alone or in isolation.			Working in confined spaces.		
Driving a car, van or minibus.			Preparing or serving food.		
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.			Working in awkward positions, e.g. stooping, bending, reaching.		
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.			Operating heavy or hazardous machinery including forklifts, diggers or cranes.		
Regular and repetitive movements.			Working shifts / unsocial hours, nights.		
Outdoor work involving uneven surfaces.			Standing or sitting for prolonged periods.		

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.			Working at heights / on ladders, roof work.		
Teaching, or responsibility for, children.			Outdoor work involving extremes of temperature.		
Electrical hazards.			Control and restraint.		

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
Managing resources directly associated with the responsibilities of the role as well as IT equipment and other office resources as required.
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
Managing SAP data as requested.
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
n/a
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
n/a
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
This post will be responsible for managing finance and data systems, information that will frequently be of a confidential nature and aligning processes across a number of teams and functions.
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
n/a