Job Profile

Position Details	
Post	Productive Valley Fund 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
This is a new role within Haringey Council's Regeneration Team, full-time fixed term for three years. The role has come about as a result of a funding grant from City of London for Haringey, Enfield and Waltham Forest to operate a cross-borough small business loan fund in the Upper Lea Valley. The role is expected to administer and monitor the fund and its performance and to provide reports to a cross-borough steering group made up of officers from each council.

1. To support the Tottenham Town Centre Growth Manager leading on the cross-borough Productive Valley Fund (PVF), specifically leading on the monitoring and administration of PVF including effective secretariat support for the PVF Steering Group meetings

2. To develop and maintain systems to monitor outputs and outcomes of the PVF programme in line with the grant agreement with the City of London and to update these when required

3. To collect monitoring information from each PVF loan recipient in line with the loan agreements and produce summary progress reports for management and funders as and when required

4. To lead on the process and submission of monthly monitoring and quarterly grant claims to the City of London and any other requests in their role as funding body

5. Provide high-level project management support, data analysis and policy research to the PVF programme manager

6. To produce timely reports for the PVF programme manager and Senior Management Team

7. To coordinate the evaluation of the programme's performance in order to gather and analyse performance information, business and budget planning, service redesign, and supporting the administration and management of all aspects of the PVF programme

8. To maintain the forward schedule of meetings, milestones and other requirements including contract register, contract monitoring, programme plan and ensure these are communicated to management

9. To be the first point of contact for PVF enquiries from potential loan applicants across the three boroughs and to supply relevant information to them

10. To develop and maintain an up to date database of available commercial property in the Lea Valley area by liaising with colleagues within council teams (Regeneration, Business Support, Economic Development), the partner boroughs and inward investors, local agents, landowners and other partners

11. To promote the commercial property database to businesses looking for commercial space, especially potential PVF applicants, within and outside of the PVF area

12. To assist the PVF programme manager and Communications colleagues in all marketing and promotional activities associated with PVF and inward investment

13. To maintain document and version control.

Main Responsibilities

1. **Productive Valley Fund.** To monitor and administer PVF including:

    - Responding to initial queries regarding the PVF and progressing accordingly
    - Scheduling and conducting regular monitoring visits between loan recipients and the lead PVF officer and themselves
    - Updating and analysing monitoring information and summarising in regular monitoring reports; both for the external grant-funder (City of London), the PVF Steering Group and Board, partner boroughs, internally through the Tottenham Programme Delivery Board and with Corporate Finance
    - Compiling the quarterly PVF grant claim to the City of London
    - Secretariat support for the PVF Steering Group including organising meetings, agenda pack distribution, liaising with partner boroughs and minute-taking
    - Reviewing outcomes and identifying potential areas where there is an opportunity to increase the level of impact by connecting with borough and partner services/initiatives.

2. **Financial Management.** To support the lead PVF programme manager 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. **PVF Investment Database.** To develop, maintain and keep up-to-date the cross-borough database used to assist the pipeline of PVF 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. **Performance Monitoring.** Applying standards for report publication, together with business planning, performance & risk reporting and coordination of improvement planning.

5. **Reporting.** To assist with the preparation of internal and external reports, including reports to Cabinet and Programme Boards ensuring that these are high quality and to take action where improvements are required.

6. **Administration.** To provide meeting secretariat, scheduling of meetings – both in the formal programme governance structure and required for project progression (with internal and external senior stakeholders), document production and version control including drafting programme reports (monthly) and template creation and updates when required.

7. **Governance and Evaluation.** To support the programme governance structure including review and refresh (membership, terms of reference); to provide advice and assistance in governance for both programme and projects (ToR and structure) and assist the Programme Manager on implementing changes. To support the interface with corporate meetings (Priority Board reporting, DMT) and council policies, such as administrating decision publishing. To maintain meeting invites and communicate changes to stakeholders. To support the Programme Manager to ensure that the reports for the Programme Governance are created in a timely manner, liaising with internal and external stakeholders including local and regional public sector, private sector and community stakeholders. To support the programme manager in carrying out programme evaluation.

8. **Forward Plan.** To maintain the overall programme forward plan so that all relevant stakeholders (internally and externally) are sighted on important milestones and events.

9. **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 are in place to manage risks to meet service objectives.

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.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
Knowledge/Skills	
• Excellent organisational skills	E
• Excellent skills in MS Word and Excel	E
• Excellent budget and financial management skills	E
• Excellent analytical skills and ability to present findings / information in a logical manner	D
• Strong written and verbal communication skills to a wide variety of audiences and ability to work under pressure to tight timescales	E
• Knowledge of economic development and / or regeneration programmes.	D
Qualifications	

• A programme and / or project management qualification or substantial experience of operating a programme or complex project in a partnership environment.	E
Experience	
• Experience of managing, analysing and reporting on projects and programmes and outcome data	E
• Experience of working within a multi-agency environment and a demonstrable commitment to working within an outcomes and evidence based framework	E
• Ability to work in a rapidly changing environment	D
• Ability to communicate effectively with clients, colleagues and staff, partners and external organisations through written reports, at meetings, presentations and on a one to-one basis	E
• Experience of delivering service objectives and of delivering change to improve existing services	D
• Demonstrable experience of establishing and maintaining excellent stakeholder relationships and of having negotiated solutions to problems	E
• Substantial experience of providing monitoring / administrative support to a grant funded regeneration programme and the understanding of following all relevant procedures and protocols	E
• Experience of maintaining information systems and producing high quality interpretive progress reports	E
• Experience of document control and version control including drafting programme reports	D
• Experience of maintaining programme budgets and grant agreements based on information provided by other members of the team and external partners	E
• Proven ability to translate equalities principles into service management and delivery	D
• Willingness and ability to work flexible hours to meet the needs of service users.	E

Main Contacts & Other Information
• Tottenham Town Centre Growth Manager • Head Area Regeneration (South Tottenham) • Regeneration Programme Management Team • Partner agencies – LB Enfield, LB Waltham Forest, City of London, Greater London Authority • Businesses in Upper Lea Valley area • Senior officers in other relevant service areas including Finance, Legal and Equalities • Cabinet Member for Regeneration and local councillors

Organisational Structure
Please provide organisation structure chart.

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?				Yes/No
Will the post holder be responsible for contract / agency / project staff?				Yes/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