



**European Union**  
European Regional  
Development Fund

**OXFORDSHIRE LOCAL ENTERPRISE PARTNERSHIP  
JOB DESCRIPTION**

**Innovation Support for Business Senior Programme Coordinator**

**Salary:** £30,000 - £32,000 per annum

**Contract:** Full time fixed term contract to 31 March 2020 with potential to extend subject to external funding.

**Report to:** European Programmes Compliance Manager

**Job Purpose:**

- Work with the Innovation Programme Manager and the Oxfordshire Innovation Support for Business (ISfB) team to lead the provision of a quality administrative, financial, legal and procurement management service for the European Regional Development Fund (ERDF) and match funding. Lead the preparation of ERDF programme governance, budget strategy, annual budgets, budget monitoring, forecasting, reporting and closure of accounts for the ISfB programme.
- Oversee Oxfordshire Local Enterprise Partnership's (OxLEP's) activities on the ISfB programme and build processes and procedures to help deliver innovation support to clients.
- Manage the financial and compliance elements and participate in the oversight of the ISfB ERDF programme. Assist in the monitoring and risk management aspects of programme delivery. Specifically:
  - ensure the accuracy of claims submitted to ERDF;
  - apply the ERDF rules covering retention of documents;
  - support internal and external audit functions to ensure successful audits.

- Give guidance to ISfB programme Delivery Partners to ensure that they are meeting ERDF requirements, e.g. evidencing, State Aid and procurement compliance.
- Lead the ISfB team in the provision of European Funding financial management information and advice to the European Funding team including:
  - ERDF budget monitoring
  - monthly forecasts for ERDF contracts
  - collation and management of financial information from OxLEP and Delivery Partners to produce ERDF claims to the Managing Authority, Department of Communities and Local Government (DCLG), and,
  - ensuring claim compliance with DCLG audit requirements.
- Support and advise the team in the review of the financial and risk implications of the ISfB programme, providing financial analysis and narrative for the senior management team and OxLEP Board.

**Main Duties:**

- Prepare Annual Budgets for the ISfB delivery plan and process all accounts information as necessary for Management Accounts.
- Establish, implement and deliver financial systems for ISfB to support European grant claims and controls to ensure accountability in line with the delivery of ERDF funded programmes and alongside Oxfordshire County Council systems.
- Prepare for and manage ERDF/DCLG monitoring and audit visits with OxLEP and ISfB programme partners.
- Develop a series of ISfB programme delivery metrics ensuring the appropriate reporting mechanisms and timescales are in place for both DCLG and OxLEP board requirements.
- Work with ISfB Delivery Partner colleagues to ensure the co-ordination of business-facing activity and to effectively record all interactions with small and medium enterprises (SMEs) through the shared Oxfordshire client relationship management (CRM) system.
- Manage all financial systems relating to the ISfB programme including, raising purchase orders, processing invoices for grants and activity payments funded under the ERDF programme.
- Ensure all procurement processes relating to the ISfB programme including those of Delivery Partners are compliant with the requirements of ERDF, in association with Oxfordshire County Council.
- Establish and maintain effective working relationships with ISfB Delivery Partners across the ERDF programme and to contribute to Programme Management Board progress reviews as required. The post holder will work closely with Delivery Partners to understand where businesses are engaging with more than one Delivery Partner and that outputs are appropriately captured.

- Develop a process that ensures compliant and effective business support data capture, management and reporting through the CRM system.
- Complete the relevant ERDF quarterly claims processes for the ISfB and assist with Delivery Partners' claims where needed.
- Monitor and evaluate the performance of ISfB and complete relevant reporting as and when required in line with ERDF/DCLG/OxLEP's requirements.
- Provide appropriate information and reports for Steering Group and DCLG on ISfB programme development and progress and relevant attend meetings.

**General accountabilities:**

- To be responsible for ensuring that all relevant policies and procedures are adhered to and concerns are raised in accordance with these policies.
- Undertake such other duties as may reasonably be required of you as required to support the business needs including maintaining business continuity.
- Comply with individual responsibilities for health and safety in the workplace including taking action to reduce the risk to self and others and contributing to the maintenance of a health and safe working environment.

The nature of this post will require flexibility to meet urgent work needs as they arise. This may entail some work outside normal office hours. The job description therefore is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the service and in keeping with the general profile of the post.

**For all staff** - You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Cooperate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as practicable.

## **OXFORDSHIRE LOCAL ENTERPRISE PARTNERSHIP**

### **SELECTION CRITERIA**

**Job Title:** Innovation Support for Business Senior Programme Coordinator

#### **Essential knowledge**

- Education to degree level or equivalent
- Knowledge of regulations relating to EU or publicly funded projects/programmes, monitoring and claims
- Advanced knowledge of administration procedures and systems
- Knowledge and experience in project/programme management, stakeholder engagement, performance management and report writing
- Knowledge and experience of CRM systems and databases

#### **Essential experience**

- Experience of designing administrative systems and processes
- Substantial experience of managing RGF, ERDF or equivalent business support programmes
- Excellent experience of ICT systems, particularly Microsoft Office packages to include Word, Excel and PowerPoint
- Experience of providing administrative support to a diverse team of managers/staff
- Experience of working in a complex project/programme environment
- Experience in establishing personal credibility when dealing with colleagues, senior managers, partners and external agencies

#### **Essential skills**

- Excellent organisational skills with the ability to prioritise own workload and support others to meet their deadlines
- Proven ability to work on own initiative, multi-task, meet deadlines and maintain attention to detail
- Good numeracy skills and proven ability to create, maintain and interpret financial records and budgetary reports
- Ability to communicate effectively with internal and external clients and staff, verbally and in writing.
- Having the ability to provide guidance and support to colleagues about complex administrative processes
- Ability to creatively look at opportunities of delivering multi-disciplinary support to businesses and a maximising programme outputs
- Excellent report writing skills
- Ability and means to travel across Oxfordshire

**Personal qualities**

- Must be self-motivated, flexible, well organised with an attention to detail and able to work as a member of a team
- Strong attention to detail
- Commitment to providing good customer service with a drive for continuous improvement
- Able to deal with work of a confidential nature
- Must be able to complete work to a high standard and on time
- Commitment to own personal and professional development and to the development of others
- Willingness to work outside normal office hours on occasions

**Employment package**

Salary £30,000 - £32,000 per annum depending on experience.

28 days annual leave per annum.

Flexi time policy.

Generous contributory pension scheme.

The position is offered on a fixed term basis or secondment opportunity to 31 March 2020. Extension is dependent on securing external funding.