

JOB DESCRIPTION

IDENTIFYING FACTS

Title of Post:	Grants Officer, West Wight Landscape Partnership	
Directorate:	Environment & Neighbourhoods	Post No: 238132
Section:	Parks and Countryside	Date: January 2010
Responsible to:	Scheme Manager	Scale 5

Job Purpose

The jobholder will report to the Scheme Manager and will form part of the West Wight Landscape Partnership team. The purpose of this post is to promote, assess and process applications to the WWLP's Landscape Heritage Grants (LHG). It will include monitoring the progress of projects undertaken by successful applicants.

The jobholder will understand the whole scheme and contribute to the work of the team in undertaking outreach activities, and pursuing other objectives defined by the Scheme Manager. The main elements of the job comprise:

Major Tasks:

- 1) Assessment and processing of grant applications. This includes:
 - analysing applications;
 - identifying, and when possible solving associated problems;
 - seeking appropriate internal and external advice;
 - reaching a judgement or a recommendation on each case for submission to the LHG Panel and preparing and presenting written case reports with sound analysis and recommendations.

- 2) Post award processing and monitoring of successful grant applications. This includes:
 - issuing standard LHG contracts to successful applicants;
 - initiating the project monitoring regime;
 - ensuring that partnership funding is in place and that correct methods of tendering are employed;
 - ensuring that the contract conditions are discharged as they become due;
 - checking project monitoring documentation received from grantees and taking appropriate action in the event of variances, requests for change or problems;
 - Authorising payment of grant funds in accordance with LHG procedures, following verification that costs are eligible and that contract conditions have been discharged.

- 3) Associated activities which may occur both pre and post award include:

- providing advice and guidance to applicants;
 - evaluating risks inherent in projects;
 - assessing, approving or negotiating over designs, specification and cost and management plans (in consultation if necessary with colleagues or advisers) to ensure that they comply with WWLP requirements;
 - consulting with colleagues when necessary to determine the most appropriate handling of cases;
 - accounting for resource allocation; and ensuring that appropriate manual and electronic records are kept of all activities, decisions and payments.
- 4) Activities not directly related to individual grant applications may include:
- assisting colleagues in operational procedure and in the development of strategy;
 - participation in the implementation of WWLP's promotional and outreach activities.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.

Generic Data Quality Statement

All employees are required to comply with the Council's Data Quality Policy and Strategy. You are responsible for ensuring that any information or data you collect or input complies with the standards set out in these documents.

Managers are responsible for ensuring that data sets provided to others comply with the required standards.

The Data Quality Policy and Strategy is available on the Intranet. Each Directorate has one or more Data Quality Champions who can explain the requirements to you.