

**CARADON DISTRICT COUNCIL
TAMAR VALLEY AONB/TAMAR VALLEY MINING HERITAGE PROJECT**

Job Description

Job Title: Monitoring and Reporting Officer
Grade: Spinal point 28 to 31, starting salary £22,293
Contract length: October 2010
Hours: P/T up to 22.5 hrs (Some irregular or unsocial hours may be necessary)

Responsible to: Tamar Valley Manager

**Direct Supervisory
Responsibility for:** Nil

**Indirect Supervisory
Responsibility for:** Nil

Important Functional Relationships:

Internal: Other Project and AONB staff. Caradon District Council and West Devon Borough Council staff especially Finance

External: Members of the public and general enquirers. Funding bodies and partners

Main purpose of Job: To support the Tamar Valley Manager and Tamar Mining Heritage Project Manager, in monitoring and reporting to project funder and partners, provide financial support to the project,

Main Duties and Responsibilities:

- 1 To implement systems for the financial and output monitoring of work within the core and project programmes.
- 2 Produce reports and financial claims to meet the needs of the funding bodies, partners and the Project Partners, assist with collating financial information for presentation in written reports and for key meetings. Most especially the key funding bodies
- 3 To provide financial support to CDC and WDBC in preparing claim forms, checking accuracy and details and ensuring cohesion between systems.
- 4 To provide support to the TMHP Project Manager in general administration of the project programmes.
- 5 In conjunction with other project staff and the employers agent, to oversee procurement processes and audit procedures, check and review briefs and tenders, oversee appoint and supervise the work of contractors and consultants on the project.

- 6 To help set and monitor budgets for project and core work across the service for existing and forthcoming projects and programmes.
- 7 To attend and record meetings, and produce minutes and notes as and when necessary to ensure that adequate documentation of the proceedings is produced when required.
- 8 To maintain computerised, and non-computerised, filing and administrative systems.
- 9 To develop appropriate practical responses to the opportunities identified above.
- 10 To demonstrate good practice in the integration of social, economic and environmental objectives in the development of the project. Ensure sustainability principles run through all AONB actions.
- 11 To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. Equal Opportunities Policy, codes of conduct, national legislation (Health and Safety, Data Protection).
- 12 To maintain confidentiality of information acquired in the course of undertaking duties for the project.
- 13 To be responsible for your own continuing self-development, undertaking training as required
- 14 To undertake other duties appropriate to the grading of the post as required.

This document whilst outlining the duties, which it is anticipated, will be undertaken by the postholder indicates mainly the level of responsibility. It is not a comprehensive or exhaustive list and the duties may be varied from time to time.

The AONB has an ongoing commitment to the development of its staff, to facilitate this, staff will be encouraged to update their skills and competencies as and when required.

Caradon District Council is committed to providing access, aids, adaptations and alternatives wherever possible and reasonable to enable disabled people to fulfil the criteria for, and undertake the duties of its jobs.

Signed:

(Postholder) _____ Date: _____

(Tamar Valley Manager) _____ Date: _____

(CDC Director) _____ Date: _____

Person Specification

Department	Tamar Valley AONB
Project	Tamar Mining Heritage Project
Post Title	Monitoring and Reporting Officer
Post No. (JEQ Ref)	
Grade	6
Responsible to	Tamar Valley Manager

Factor	Essential/ Desirable	How assessed
Qualifications and Training		
Training in office administration, IT and finance	D	Application
Other relevant training courses	D	Application/ Interview
Training in accounts and spreadsheet software	D	Application/ Interview
Experience and Knowledge		
Work experience in relevant work area.	E	Application/ Interview
Experience in project monitoring and reporting especially working with funding bodies	E	Application/ Interview
Awareness and knowledge about the locality and its special qualities	D	Application/ Interview
Skills and Abilities		
As a front person for the Project must be able to act as a strong advocate, pass on positive messages as well as dealing with confrontational situations occasionally.	E	Application/ Interview
A flexible approach and the ability to work under pressure and switch between tasks as necessary	E	Application/ Interview
Excellent communication and interpersonal skills, including the ability to participate in and report at meetings.	E	Application/ Interview

Excellent team working skills	E	Application/ Interview
High standard of literacy and numeracy	E	Application/ Interview
Time management skills for scheduling own workload	D	Application/ Interview
Special working conditions		
Willingness to make own travel arrangements in order to undertake the duties of the post	E	Application/ Interview
Must be happy to work outside and undertake work in the countryside eg events	D	Application/ Interview
Personal Attributes		
Flexible and adaptable in range of work undertaken	E	Application/ Interview
Able to work on own initiative	E	Application/ Interview
A willingness to undertake training and development opportunities relevant to the work of the Tamar Valley	E	Application/ Interview