

## **HAMBLETON DISTRICT COUNCIL**

**Report To:** Cabinet  
10 February 2015

**Subject:** **FUNDING & INVESTMENT OFFICER**

**All Wards**  
**Portfolio Holder for Economic Development and Finance: Councillor P R Wilkinson**

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### **1.0 PURPOSE AND BACKGROUND:**

- 1.1 To seek approval from Members to create a Funding & Investment Officer post within the Business & Economy Team for an initial period of 2 years to support the implementation of the Councils Economic Strategy.
- 1.2 In December 2014, the Council adopted 'Hambleton – A Place to Grow 2014-24' as a 10 year Economic Strategy for the District. Although the Council has identified £5m in its current financial strategy to support the delivery of the 10 year Investment Plan, it is clear that estimated costs of delivery are considerably higher and the ability to secure external investment from a wide range of sources is critical in the effective delivery of the Strategy.
- 1.3 Securing external investment will enable the Council to achieve maximum value for money for its own financial contribution, using it as mechanism to attract match funding from a range of public and private sources. This will be a major role for the Business & Economy Team moving forward, but it is vital that it does not detract from the delivery of priority initiatives which officers are already working on.
- 1.4 There are a range of funding opportunities becoming available through the Local Enterprise Partnership, Government and European Initiatives, some of which we are aware of, others which require time consuming research. In an environment where public funding is tight we need to take advantage of as many opportunities as possible.
- 1.5 A new role of Funding & Investment Officer is proposed to bring additional knowledge, skills and experience into the Council. In addition to researching opportunities, this post would lead on the range of tasks associated with bidding for and delivering investment, including completing application forms, preparing business plans, green book appraisals, risk assessments, bringing relevant parties together, collating performance monitoring and financial auditing information, and fulfilling publicity and communication requirements. A proposed job description is attached at Annex A to the report.

### **2.0 LINK TO COUNCIL PRIORITIES:**

- 2.1 The Funding & Investment Officer post will assist the Council in delivering its priority Driving Economic Development and supporting local economic growth by securing funding and investment to deliver projects identified in the Councils Economic Strategy.

### **3.0 RISK ASSESSMENT:**

#### **3.1 Risk in not approving the recommendations as shown below:-**

<b>Risk</b>	<b>Implication</b>	<b>Prob*</b>	<b>Imp*</b>	<b>Total</b>	<b>Preventative action</b>
Projects in the Economic Strategy are not delivered	The Council is unable to deliver the level of outputs and outcomes included the Economic Strategy	4	3	12	Bring funding and investment expertise into the Council through the creation of a dedicated post

Prob = Probability, Imp = Impact, Score range is Low = 1, High = 5

Overall the risk of agreeing with the recommendations is much lower than the risk of not agreeing them and is considered acceptable

#### **4.0 FINANCIAL IMPLICATIONS:**

4.1 There will be an annual revenue cost to the Council in 2015/16 and 2016/17 for salary and on-costs. It is proposed that this is funded through the Economic Development Fund. Overall the revenue effects of the Funding & Investment Officer will be £39,930pa.

#### **5.0 LEGAL IMPLICATIONS:**

5.1 There are no legal implications in relation to this report.

#### **6.0 EQUALITY/DIVERSITY ISSUES**

6.1 Recruitment to the post will take account of equality and diversity issues as outlined in the Councils Policies.

#### **7.0 RECOMMENDATIONS:**

7.1 It is recommended that:

- (1) funding of £39,930 from the Economic Development Fund in 2015/16 and £40,730 in 2016/17 for a post of Funding & Investment Officer is approved;
- (2) the effectiveness of the role is reviewed towards the end of 2016/17; and
- (3) subject to the outcome of the review a further report is brought to Cabinet regarding funding the post beyond 2016/17.

DAVE GOODWIN

**Background papers:** Funding & Investment Officer Job Description

**Author ref:** SS

**Contact:** Sam Swinbank  
Business & Economy Manager  
Direct Line No: 767233

**HAMBLETON DISTRICT COUNCIL**

**JOB DESCRIPTION**

<b>POST NO:</b>	0000
<b>POST TITLE:</b>	Funding & Investment Officer
<b>SALARY GRADE:</b>	Grade £28k – £30k depending on job evaluation
<b>RESPONSIBLE TO:</b>	BUSINESS and ECONOMY MANAGER

**JOB PURPOSE:**

To lead on maximising external funding into the District (UK Government, European and other funding streams) through the identification, development, securing, administration and performance monitoring (including audits) of funding to ensure the authorities financial ability to deliver the Economic Strategy Investment Plan.

To provide support to the business and economy team through the development and implementation of the team's communication and marketing strategy and maximising publicity associated with the delivery of the Investment Plan.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

**External Funding & Investment**

1. Searching and identifying suitable sources of funding (UK Government, European and other funding streams). Examining the background of each potential funding opportunity to determine its ability to deliver projects identified within the Economic Strategy Investment Plan - criteria, timescales, submission content and other requirements.
2. To undertake the preparation of business cases to support funding applications based on the Green Book Appraisal.
3. Completion and submission of high quality grant applications. Completing application forms and drafting comprehensive, well-structured and logical funding proposals/bids that present a convincing case for support.
4. Gathering information from colleagues / partners and tailoring projects to match funding and / or developing funding packages to match projects. Ensuring all necessary documentation is forwarded to the funding body as requested and applications are submitted with deadline.
5. Liaising with colleagues internally, and if necessary any external stakeholders, about potential funding opportunities. Building positive relationships with grant funding organisations / partners

6. Contributing to the development of effective financial management procedures to ensure timely processing and maintenance of appropriate documents, evidence and invoices of project activity.
7. Ensuring proper project record keeping suitable for local government, other funding bodies is undertaken and local and national and European audit requirements are met to ensure compliance with all aspects of the grant conditions on which the grant was awarded, including monitoring requirements.
8. Establish and maintain a library of funding information including application forms, guidance notes, policy and technical source material.

### **Communications & Marketing**

1. To lead on the development and maintenance of the Business & Economy section of the Authorities web site, ensuring it is relevant to the audiences who use it.
2. To lead on the development of the communications and marketing plan, developing clear messages that support our objectives, co-ordinating internal and external communications to maximise stakeholder awareness of our economic activity through all media types to maximise coverage.
3. Develop and manage the social media presence of the Business & Economy Team
4. To support the effective delivery of the Hambleton "A Place to Grow" brand, to deliver economic growth in accordance with the Economic Strategy Investment Plan.

### **Other**

1. Maintaining a thorough understanding of the projects / initiatives to be delivered through the Economic Strategy Investment Plan.
2. To support the Business & Economy Team and related functions including: the collection/collation/input/analysis and dissemination of information, assisting in the compilation of reports.
3. Be an initial point of contact and provide advice and information for individuals/businesses/ who are proposing to apply for grants under the various Council initiatives.
4. Assist in the organisation of seminars, training events and promotional activities including the preparation and delivery of materials and presentations at such events.
5. Measure the impact of communications and external funding activity, compile regular reports on progress against the planned objectives.
6. Undertake any other duties which may be required commensurate with the grade of the post observing and fulfilling all responsibilities in respect of data protection.

December 2014

## HAMBLETON DISTRICT COUNCIL

### PERSON SPECIFICATION – Funding & Investment Officer

POST NO: 000

QUALITIES	ESSENTIAL	DESIRABLE
<b>EDUCATION AND PROFESSIONAL QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• A bachelor's degree or equivalent qualification.</li></ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Demonstrable experience of working within regeneration, economic development or an external funding role.</li><li>• Knowledge of the national funds from government departments - criteria, eligibility, costing regime, monitoring and evaluation requirements.</li><li>• Experience of European Regional Development Funding.</li><li>• Experience of preparing successful funding bids, business plans, financial and performance monitoring information</li><li>• Experience of marketing and communications across a broad range of media including digital, social and print.</li></ul>	<ul style="list-style-type: none"><li>• Familiarisation of working with external bodies such as government departments, local enterprise partnerships and district councils.</li><li>• Experience of partnership and multi-agency working</li><li>• Experience of participating in multi-disciplinary teams</li></ul>
<b>PERSONAL COMPETENCIES</b>	<ul style="list-style-type: none"><li>• Able to comprehend sometimes complex regulations and guidance documents.</li><li>• Excellent communication skills with the ability to write clear and concise reports, letters, creative funding applications and PR communications showing a meticulous attention to detail.</li><li>• High standard of computer literacy (Excel, Word and Outlook).</li><li>• Able to plan own workload and influence others to ensure deadlines are met.</li><li>• The ability to identify problems, analyse/ research complex information and use judgement to reach informed decisions or help others to do so.</li><li>• The ability to work collaboratively and to develop excellent working relationships with colleagues, senior officers, elected members , service users and other external partners</li></ul>	<ul style="list-style-type: none"><li>• Some knowledge of local government policies and procedures.</li><li>• Experience of developing and delivering a PR and Communications Strategy.</li></ul>

<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"><li>• Able to attend external meetings both locally and nationally on occasions.</li><li>• Flexibility to work across all locations within the Hambleton District with occasional out of normal hours working</li><li>• Need to have a clean driving license and access to a car.</li></ul>	
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(1 = Application Form 2 = Interview 3 = Proof of Qualification 4 = Practical Exercise)

December 2014