

## LONDON BOROUGH OF LEWISHAM

### JOB DESCRIPTION

<b>Designation:</b>	<b>Compliance and Data Officer</b>	<b>Grade:</b>	<b>PO1</b>
<b>Reports to (Designation)</b>	<b>Principal Jobs and Skills Officer</b>	<b>Grade:</b>	<b>PO5</b>
<b>Directorate:</b>	<b>Place</b>	<b>Section</b>	<b>Economy, Jobs and Partnerships</b>

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#### **Main Purpose of the job:**

To record, monitor, and verify participant data and progress, to build and manage monitoring systems so the project is fully compliant and audit-ready.

Translate compliance data into clear performance metrics and reports for senior stakeholders to ensure the project compliance with fidelity frameworks.

To lead and manage the triage process and associated staff.

To work with the Principal Jobs and Skills Officer and delivery partners to support the successful and efficient delivery of the Connect to Work Project.

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#### **Summary of Responsibilities and Personal Duties:**

1. Provide a monitoring, processing and data administrative service for the Connect to Work Project.
2. Ensure that the project and it's delivery partners comply with all fidelity and compliance requirements.
3. Develop monitoring systems and procedures for the Connect to Work Project to meet the external funders requirements, advise partners and colleagues of these systems and ensure they are compliant.
4. Develop tools, such as process maps or drop in training sessions, which support colleagues embed their understanding and good practice of project compliance and information security.
5. Work closely with management, colleagues and external partners to ensure relevant information relating to compliance is understood and shared.
6. Undertake internal monitoring activities to internally audit programme compliance.
7. To take a leadership role in annual DWP audits and any other external monitoring activities as may be requested by DWP or Central London Forward.

8. Support the development of financial planning and budgets and maintain accurate financial records.
9. Ensure payment and recording of eligible invoices.
10. Maintain records relating to the Connect to Work Project contract.
11. Accurately maintain and develop sensitive data using the client management system.
12. Process monitoring reports and information.
13. Maintain the project document storage to comply with relevant regulations.
14. Co-ordinate, compile and submit reports to external funding agencies on spend, delivery and performance to ensure that claims for external funding are submitted in full and by due dates.
15. Prepare reports and analysis on project performance for Lead Officers.
16. Manage the administration of project steering groups; arrange meetings, provide agenda, take minutes and facilitate the production of reports, data collection and other documents as required.
17. Line management responsibility for 2 staff members of the triage team
18. Some office management responsibilities involving coordination of staff attendance at external delivery locations.
19. Coordinate and oversee reception and triage duties for the Connect to Work office space.
20. Undertake any other allocated duties as commensurate with the post.
21. Undertake the duties of the post with due regard to the Council's Health and Safety and Equal Opportunity policies.
22. Assist in carrying out the Council's environmental policy within the day to day activities of the post.
23. To carry out the duties of the post with due regard to the Council's relevant codes and procedures.

Internal Contacts: These include the Lewisham Works delivery team and senior managers across Regeneration and across the Council, Councillors.

External Contacts: This will include residents, Central London Forward, DWP and local partners such as Lewisham College or commissioned partners.

All employees are required to participate in the Performance Evaluation Scheme (PES) and to undertake appropriate training and development identified to enhance their work.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

**Number of fully managed staff:**

<b>Title:</b>	<b>Grade</b>	<b>No of posts</b>
<b>Admin Apprentice and Triage Officer</b>	<b>APP1</b>	<b>2</b>

**Number of partially managed staff:**

<b>Title:</b>	<b>Grade</b>	<b>No of posts</b>
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## PERSON SPECIFICATION

**JOB TITLE:** Compliance Fidelity and Quality Officer **POST NO:**

**DEPARTMENT:** Place **GRADE:** PO1

### **Note to Candidates**

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

### **Equality & Diversity**

- Awareness of and a commitment to Equality of Access and Opportunity in a diverse community
- Understanding of how equality and diversity relates to this post **S**

### **Knowledge**

- Of project and financial monitoring methods
- Of data security in a project support role. **S**

### **Aptitude**

- Organised and methodical with high attention to detail **S**

### **Skills**

- Good administrative abilities
- In designing and implementing monitoring systems
- In applying financial management procedures
- Clear verbal and written communication styles able to deliver to a group of people in person and online **S**

### **Experience**

- Experience of managing the finances for funded projects.
- Working with and developing relationships with public sector officers and community representatives at all levels. **S**

- Experience of monitoring funded projects and of compiling project claims and using project procedures and processes. **S**
- Undertaking project monitoring and review.
- Some line management experience and the associated related processes **S**
- Of using MS Office software including, excel and Power BI **S**
- Producing monitoring and audit reports
- Preparing records for inspection by external audit **S**

### General Education

- Good understanding of current affairs
- Relevant professional qualification and/or demonstrate relevant experience to meet exacting professional standards
- High level of literacy and numeracy

### Personal Qualities

- To have excellent interpersonal skills
- Commitment to own professional and personal development
- Ability to form productive relationships with people at all levels
- Calm under pressure

### Circumstances

- Ability to work evenings and weekends as required
- Able to work in a hybrid capacity across home and office locations **S**

DBS Disclosure Required?    No        Basic        Enhanced   

**(Tick as appropriate – guidance available from your HR Advisor)**

### Physical

Generally candidates must meet the standard Lewisham requirements for the post