**Job Description**

|  |
| --- |
| **Job Title: Assistant Compliance Officer (Migration Team)** |

****

|  |  |
| --- | --- |
| **Department:** | Communities, Environment and Resident Services |
| **Service:** | Community Safety and Cohesion |
| **Grade:** | E |
| **Post reference number:** |  |
| **Job Evaluation ID:** | JE1000005034 |
|  | |
| **1 Job Purpose**  To provide support to ensure projects within the Service are compliant with all external and Nottingham City Council contract guidelines including:   * Supporting the Migration Team to ensure compliance with all Nottingham City Council (Accountable Body) administrative and financial procedures * Ensuring documentation and administration of projects is compliant with all funding and governance requirements * To provide efficient and effective administrative support to the team | |
|  | |
| **2 Principal duties and responsibilities** | |
| 1. Ensuring that all evidence is fully compliant with the funders’ Guidance Notes, Rules and Regulations particularly including those relating to eligible expenditure, output collection and reporting. 2. Support with all required financial, output and performance reporting to the Project Managers on time and accurately, ensuring that all outputs and impacts that are reported comply with evidence requirements 3. Ensuring that the projects are fully compliant with Nottingham City Council’s financial and administrative procedures. 4. Supporting the Migration Team to develop and deliver reports on the project to all relevant stakeholders. 5. Acting as the day-to-day interface with external delivery partners as necessary over project auditing and reporting 6. Acting as the day-to-day interface with all Nottingham City Council departments connected with financial and administrative matters particularly Finance. 7. Ensuring that all financial and output claims, evidence, and financial data are stored in an effective and compliant way such that items can be easily accessed for audit purposes 8. Supporting the Migration Team to provide timely operational reports as required including performance, financials, outputs, and risks 9. Maintaining project procedures to support the effective discharge of the responsibilities described above. 10. Support in ensuring all relevant expenditure is accurately recorded in quarterly claims process documentation and that it can be supported by eligible evidence. 11. To provide administrative services to the Migration team including managing diaries, copy typing, word processing, database and spreadsheet compilation, produce PowerPoint presentations and use social media to share information to communities e.g., Facebook and other computerised processes as required. 12. To administer meetings, prepare documents, take minutes for formal and informal meetings, and follow up actions as required. 13. To assist with the administration of financial and budgetary systems including payments, purchase card payments, raising orders and processing invoices. | |
|  | |
| **3 All staff are expected to maintain high standards of customer care in the context of the City council’s Core Values, to uphold the Equality Scheme ‘Fair & Just’ and health and safety standards and to participate in training activities necessary to their post.**  **It is a condition of employment that the post holder passes police vetting and any other checks as asked for by the Chief Constable or other partners.** | |
| **4. All staff are expected to abide by the obligations set out in the Information Security Policy , IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered, and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.** | |
| **5 This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.** | |
|  | |
| **6 Numbers and grades of any staff supervised by the post holder:** | |
| None | |
|  | |
| **7 Post holder’s immediate supervisor:** | |
| **Prepared by/author:** Beth Hanna/Mandy Pride  **Date:** 16.5.24 | |
| **Job title:** Migration Operations Manager/Asylum and Refugee Resettlement Manager | |
| **Note:** This section should only be included in job descriptions issued to employees and should not be sent to all job applicants.  ------------------------------------------------------------------------------------------------------------------------------  I understand and accept the job duties and responsibilities contained in this job description.    **Print Name:**  **Signature: Date:** | |

**Person Specification**

|  |
| --- |
| **Job Title: Compliance Officer (Community Cohesion)** |

****

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Department:** | | Community Protection | | | | | |
| **Service:** | | Community Safety and Cohesion | | | | | |
| **Grade:** | | E | | | | | |
| **Post reference number:** | |  | | | | | |
| **Job Evaluation ID:** | |  | | | | | |
|  | | | | | | | |
| **Areas of**  **responsibility** | **Requirements** | | **Measurement** | | | | |
| **P** | **A** | **T** | **I** | **D** |
| **Technical** | Ability to undertake office administration duties including minute taking, with good knowledge and application of office workflow practices and systems. | |  | ✓ | ✓ | ✓ |  |
| Experience of running financial spread sheets | |  |  | ✓ | ✓ |  |
| Understanding of the issues and approaches involved in administration of projects. | |  |  |  | ✓ |  |
| Understanding of financial regulations, processes and systems. | |  | ✓ |  | ✓ |  |
| Ability to collate, analyse and present quantitative and qualitative data for a variety of audiences | |  |  | ✓ | ✓ |  |
| IT Skills | Proficient in working knowledge and application of Microsoft Office packages e.g., MS Word, Excel. | |  |  | ✓ | ✓ |  |
| Highly developed IT Skills, particularly in the area of collation and presentation of information. | |  | ✓ | ✓ | ✓ |  |
| **Communication and Teamwork** | Experience of designing and producing management information reports. | |  |  | ✓ | ✓ |  |
| Broad experience of communicating effectively with people at various levels (internally and externally,) via telephone, face to face and in writing, including progress chasing and problem resolution where required. | |  | ✓ | ✓ | ✓ |  |
| Ability to work well within a project team as well as part of a wider team, and support team agendas | |  |  | ✓ | ✓ |  |
| Knowledge and understanding of the City Council’s Equality and Diversity Policy and methods of achieving objectives. | |  |  |  | ✓ |  |
| **Work to promote Respect and Good Relations** | Sensitivity to a diverse range of service users and of responding to their different needs. | |  | ✓ |  | ✓ |  |
| Willingness to comply with the City Council’s non-smoking policy. | |  |  |  | ✓ |  |
| **Work Related Circumstances** | Willingness to work outside of office hours if required | |  | ✓ |  | ✓ |  |
| An Enhanced DBS check will be required for this role | |  | ✓ |  | ✓ | ✓ |
|  | | | | | | | |
| **P**: Pre-application **A**: Application **T**: Test **I**: Interview **D**: Documentary evidence | | | | | | | |
|  | | | | | | | |
| **Prepared by/author:** Beth Hanna/Mandy Pride  **Date:** 16.5.24  Migration Operations Manager/Asylum and Refugee Resettlement Manager | | | | | | | |
|  | | | | | | | |