



Project Part-Financed
by the European Union
European Regional
Development Fund

JOB DESCRIPTION



The Region's
Development Agency

Job Title:	ERDF Project Monitoring Officer	Ref: <i>(HR to complete)</i>	08-111
Reports To: <i>(Position Title)</i>	ERDF Monitoring and Inspection Manager	Review Date & HR Signature:	
Department/Area:		Grade:	L
Based at:	Leeds/Wath	Salary:	Up to £24,924 depending on skills and experience

Position Summary: *(Briefly summarise the overall purpose of the position. What would "success" in this position look like?)*

To support the ERDF Monitoring and Inspection Manager by undertaking Article 13 project monitoring and inspection visits on the 2007-2013 ERDF programme, in line with the financial monitoring strategy.

- Key responsibilities and accountabilities:** *(Describe the main duties required to be undertaken)*
- ◆ Ensure ERDF sponsors are delivering projects in line with their ERDF contract and European Commission regulations
 - ◆ Support the ERDF Monitoring and Inspection Manager in developing and implementing a monitoring assurance framework to govern the approach for Article 13 monitoring inspections
 - ◆ Responsible for preparing Article 13 inspection reports ensuring that all recommendations are successfully implemented by ERDF project sponsors but where necessary highlighting projects at risk
 - ◆ Support the ERDF Monitoring and Inspection Manager in developing and delivering the necessary ERDF programme related training material on project monitoring requirements
 - ◆ Responsible for ensuring Yorkshire Forward's systems are fit for purpose to capture and retain information related to Article 13 project visits
 - ◆ Conduct pre-engagement visits and Article 13 inspections to ERDF project sponsors, liaising with Yorkshire Forward project manager
 - ◆ Support the ERDF Monitoring and Inspection Manager in sharing and developing best practice for project monitoring on the ERDF programme ensuring dissemination of lessons learned across Yorkshire Forward and the region
 - ◆ Support the ERDF Monitoring and Inspection Manager in developing medium/long term strategy and plans for delivering the ERDF monitoring and inspection programme
 - ◆ Minimise grant clawback and reporting of irregularities on the ERDF programme

Key skills and attributes: <i>(Describe the main skills and attributes the incumbent must demonstrate to be successful in the role)</i>	
Functional Skills	<ul style="list-style-type: none"> ◆ Experience of working within a European funding context ◆ Experience of working within a project audit/inspection role (preferably within European funding context) ◆ Experience of working within European Commission regulations, interpreting and implementation ◆ Experience of European procurement tendering and publicity requirements ◆ Knowledge project audit, project management and project risk
Communication	◆ Excellent written and verbal communication skills
Strategy & planning	◆ Ability to contribute significantly to overall delivery strategy for the ERDF programme
Creativity	◆ Applies new concepts and develops innovative solutions to promote efficient ways of working
People Management	◆ Ability to manage, motivate and develop a small team
Decision Making/Problem solving	◆ Ability to interpret complex data and make decisions on non compliance
Financial	◆ No direct budgetary responsibilities

APPLICATIONS

If you are interested in filling this post as job share, please make this clear indicating your hours of work, on your application form. The post will only be filled on a job share basis if two people can be identified with complementary skills and working patterns.

Yorkshire Forward aims to be recognised as a world-class organisation in all respects. We value and respect each other's differences and positively welcome applications from all sections of the community.

Yorkshire Forward will endeavour to make any reasonable adjustments for applicants who require assistance in carrying out their duties due to disability.

If you are an internal candidate and interested in applying for this position please inform your line manager.

For the on-line application form, please use the link below:

www.yorkshire-forward.com/internalapplication

If you would like some more information or would like an informal discussion regarding this post, please contact Nick Holmes on telephone number 0113 394 5751 or email Nick.Holmes@yorkshire-forward.com. No Agencies, please.

Closing date for return of applications: 12 noon on 7 January 2009.