**Job Profile Information: Monitoring and Compliance Officer**

**This supplementary information for Monitoring and Compliance officer is for guidance and must be used in conjunction with the Job Capsule for**

**Job Level ……3…………. Zone ……1……… Camden Way Category 3**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

Responsibility for the effective collation and processing of financial and performance monitoring information in connection with a range of training programmes at the King’s Cross Construction Skills Centre (KXCSC) including the CITB skills fund programme.

To advise and guide the staff team at KXCSC re effective monitoring of clients’ details and to develop and maintain robust financial and outputs monitoring systems to ensure compliance with CITB guidelines.

**Example outcomes or objectives that this role will deliver:**

1. To be responsible for the collation and processing of monitoring and financial information in connection to the King’s Cross Construction Skills Centre.
2. To take full responsibility for the day-to-day management of the operational outputs performance and monitoring of the CITB Skills fund Programme.

3. To be responsible for supporting the development and maintenance of a customised management information system.

4. Lead on behalf of CITB in ensuring that the beneficiaries taken onto programmes reflect the target groups to ensure the programme achieves its performance targets.

5.Lead the team in working with learners to refine their individual progression plans and provide ongoing monitoring support for learners for up to 6 months in employment.

6.Take the lead in ensuring that documentation used is fully compliant with Service and CITB requirements and that all data required is entered onto the MIS in compliance with provider contracts.

**People Management Responsibilities:**

No direct line management

**Relationships;**

 To work closely with the Construction contracts manage to ensure a systematic approach to monitoring expenditure within the KXCSC. To work with other Council Finance Officers to ensure that the requirements of Camden’s financial regulations are met and that the requirements and the standards 1

To work closely with the KXCSC construction contracts Manager to ensure that the KXCSC programme partners deliver services and outputs as set out in their contracts and also to ensure that the projects meet their contractual obligations as set out by the funders. This will include ensuring that a robust contract management framework is developed and implemented.set by the CITB are also met.

**Work Environment:**

* The post will be bases at Kings Cross Construction Skill s centre 180 York way, London N1C0AZ
* To be responsible for maintaining centralised financial systems for monitoring and reporting on KXCSC Programme expenditure. The post holder will be required to work creatively and on the basis of their own initiative to identify improvements to the KXCSC financial and outputs monitoring, along with overcoming day-to-day management issues in conjunction with the KXCSC Project Management Team.
* To represent and liaise with other parts of the Council and external partners in the development and implementation of activities within the CITB project. The post holder will be required to work closely with officers across the Council, Learning and Skills Council, Jobcentre Plus, London Development Agency and to ensure appropriate operational and financial standards are met.
* To work with the Council’s Finance Officers to ensure the requirements of Camden’s financial regulations are met, alongside the requirements and standards set by the various external funding bodies providing investment to the CITB programme.
* To prepare and present high quality written reports on financial and monitoring information; audiences will include the Executive, local, national, and regional policy makers, and external funding bodies.
* Working closely with the KXCSC Construction Contracts Manager and Team, and frequently deputising.

To be responsible for the day-to-day management of the operational outputs monitoring and financial performance of the CITB programme.

**Technical Knowledge and Experience:**

1. Knowledge of financial and budgetary monitoring systems
2. Knowledge of project management systems, including financial management and project monitoring and evaluation
3. Knowledge of funding programme management and monitoring processes and procedures.
4. Knowledge and understanding of equal opportunities and diversity issues
5. Knowledge and understanding of issues facing long term unemployed people from disadvantaged backgrounds and sources of support.

6 .Thorough understanding and experience of the roles of the private, voluntary and public sectors in volunteering and recruitment issues at both local and national levels.

7.Ability to plan, implement and monitor financial systems

8.Ability to develop and produce financial information e.g. budgetary control statements.

9.Strong financial management skills acquired in the development of financial budgets for bids and management of projects and programmes.

10.Good communication skills, oral and written, including the ability to present complex information and advice clearly and concisely to a diverse range of people within and outside the Council.

11.Ability to use a range of ICT tools, including EXCEL ,bbility to use the Council’s financial management systems or similar.

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1>

**Chart Structure**