

Role Profile

Part A - Grade & Structure Information

Job Family Code	9BF	Role Title	Grants Support Officer
Grade	PS9	Reports to (role title)	Economic Growth Fund Programme Officer
		Directorate/School	Place
JE Band	314-370	Service/Department	Economy & Growth
		Date Role Profile was created	Apr-25

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	To contribute to the effective delivery of economic growth investments by supporting funding decision-making processes, associated governance frameworks, and the management of grant agreements and contracts. The role involves working in a horizontal way across the team and wider organisation to ensure all opportunities are maximised to deliver on crosscutting economic growth outcomes through the investments and programme delivery.
Work Context	<p>As part of SCC's enhanced role in relation to economic growth, the Council is managing new capital and revenue funding streams aligned with the strategic priorities of our refreshed Economic Strategy.</p> <p>As a new programme of activity, the Grants Support Officer will play a key role in supporting the governance, approval, and oversight processes for the Economic Growth Fund. They will lead on ongoing monitoring, grant agreement and contract management, and ensure accurate and timely reporting, as well as escalating risks. Transparency and integrity in the decision-making process and ongoing management of the programme will be essential, with the Grants Officer providing impartial advice and support to businesses and stakeholders on their applications aligned to the agreed investment framework.</p> <p>To successfully achieve a "One Team", "One Council" approach, the Grants Support Officer will work proactively across the team to embed horizontal ways of working, including consistent use of tools and reporting processes, and a strong commitment to supporting the delivery of business and socioeconomic outcomes.</p>
Line management responsibility if applicable	The postholder will have responsibility for external and internal stakeholder engagement and will manage grant agreements and contracts.
Budget responsibility if applicable	The postholder will support the Economic Growth Fund Programme Officer to inform the delivery of the Economic Growth Fund grant allocations.

<p>Representative Accountabilities Typical accountabilities in roles at this level in this job family</p>	<p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making. • Analyse and make recommendations for improvement or development of existing systems, processes or policy. <p>Service Delivery</p> <ul style="list-style-type: none"> • Maintain, develop and review systems, processes, procedures and working methods to maximise service quality, efficiency and compliance. • Provide specialist/professional advice and recommendations within specific parameters to support informed decision making. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Plan workloads and secure resources to enable the team/s to achieve a quality service. • Lead projects and reviews within a defined area of work as directed by their manager to support and enhance service delivery. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> • May assist with budget/resource management in accordance with the organisation's policies and procedures. • May have delegated responsibility for a budget(s). <p>Work with others</p> <ul style="list-style-type: none"> • Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service. <p>People Management</p> <ul style="list-style-type: none"> • May manage a team operating in a well defined specialist area or oversee the delivery of a range of support services to a service or function. • Monitor and support the performance management and development of team members to ensure that individual contributions are maximised. <p>And/Or</p> <ul style="list-style-type: none"> • Operate as an individual responsible for the delivery of a high level/complex service. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To be responsible for ensuring health & safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Degree qualified, or significant vocational experience demonstrating development through involvement in a series of progressively more demanding relevant work/roles. • Professional qualification, or able to evidence knowledge and understanding of appropriate business disciplines. • Comprehensive knowledge of computerised business systems in terms of functionality and capability (some roles). • Knowledge of principles, practices, policies and procedures relating to business planning and financial and organisational management. • Proven written and oral communication and interpersonal skills with good negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals. • Ability to understand, meet and exceed customer expectations. • Ability to work on own initiative, with solution focused problem solving skills. • Ability to manage a range of projects through to completion. • Previous practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. • Previous management experience including staff supervision, development and organisational skills (where appropriate).
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<p>Essential</p> <ul style="list-style-type: none"> - Proven experience in supporting the delivery and administration of grant programmes. - A good understanding of CRM systems and other related IT skills - Experience in grant agreement and contract oversight, including compliance monitoring - Excellent communication skills with robust stakeholder management experience - and presentation skills - Ability to work proactively in a fast paced, target driven operational environment - Strong project management and programme monitoring skills - Excellent organisational skills with good attention to detail <p>Desirable</p> <ul style="list-style-type: none"> - Ability to analyse and condense complex data to produce concise reports - Familiarity with government funding schemes, economic development programmes - Knowledge of data protection requirements (including GDPR)

Role Summary	Roles at this level are often professionally qualified roles, specialists, or project officers providing advice and support to their customers, or lead and manage the work of larger teams. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. They will have a fair degree of autonomy and work closely with customers, staff, partners, third parties agencies and/or contractors and have a primary role ensuring their services achieve the agreed service standards in a cost effective way and in improving quality standards. Forward planning could be for months ahead and the role will contribute to longer-term development. Work requires the consideration of future implications beyond the immediate problems.
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