

## Job Description

<b>1. Job Title</b>	Farming in Protected Landscapes Administrator
Service Area	Economy & Culture
Service	Place-shaping & Economic Growth
Team	AONB
Date prepared/Revised by	June 2021 / Iain Mann
Post accountable to	AONB Manager
Post directly responsible for employees (number of workers)	Direct supervision: 0 Indirect supervision: 0
<b>2. Main Purpose</b>	
To provide administrative support to ensure the smooth running of the Farming in Protected Landscapes (FiPL) programme in Nidderdale AONB.	
<b>3. Key Contacts</b>	
<b>Internal:</b> FiPL Officer, FiPL Project Assistant, AONB Manager	
<b>External:</b> Local farmers and land managers, staff working in partner organisations.	
<b>4. Main Accountabilities</b>	
1	Financial administration of multiple funded projects as part of the Farming in Protected Landscapes programme in Nidderdale AONB
2	Provide a technical support role for the Programme
3	Lead the administration of the FiPL programme in Nidderdale AONB
<b>5. Standard Accountability Statements</b>	
<p><b>Health and Safety:</b> You are required to comply with the council's Health and Safety Policy and to take such steps as are reasonably practicable for your own health and safety and that of your colleagues a work and those affected by your work. You must comply with your safety responsibilities and must co-operate with management in all respects for the full implementation of the council's Health and Safety Policy. Your safety responsibilities are shown on the Health &amp; Safety Responsibility statement (HSR) for your post.</p> <p><b>Equality and Diversity:</b> The post holder must adhere to all policies and procedures relating to equality and diversity in the workplace and provision of services.</p> <p><b>Learning and Personal Development:</b> The post holder has a personal responsibility for his or her own learning and development, and will maintain up-to-date records of achievement and attendance as required. The post holder must undertake the learning and development identified in the job skills matrix, and other relevant training that is identified and agreed with their manager.</p> <p><b>Data Security:</b> Harrogate Borough Council staff must, at all times, maintain personal responsibility for the safe and secure movement of data within, into and out of the authority.</p>	
<b>Safeguarding Policy and Procedures</b>	
The post holder will adhere to all the Council's Safeguarding Policy and Procedures	

**6. Job Activities****Main duties and responsibilities relating to accountabilities identified above**

1	<p>Financial administration of multiple funded projects as part of the Farming in Protected Landscapes programme in Nidderdale AONB:</p> <ul style="list-style-type: none"><li>• Monitor expenditure against the programme budget and provide regular updates on progress towards programme spend</li><li>• Work with the HBC Finance Team, implement appropriate financial management procedures including managing invoices and incoming and outgoing expenditure</li><li>• Process the grant agreement, grant claims and payment system in line with the Defra guidance including providing support to applicants</li><li>• Provide financial information where requested by the FiPL Officer to support reporting to Defra, the Rural Payments Agency and other bodies where required, ensuring adherence to delivery schedules</li></ul>
2	<p>Provide a technical support role for the Programme, including:</p> <ul style="list-style-type: none"><li>• Assist in setting up meetings and preparing papers for the Local Assessment Panel</li><li>• Take minutes at Local Assessment Panel meetings</li><li>• Maintain online filing systems</li><li>• Provide data to help assemble Local Assessment Panel reports</li><li>• Provide data to support project and programme level evaluation, including reporting to Defra and external programme evaluators</li></ul>
3	<p>Lead the administration of the FiPL programme in Nidderdale AONB:</p> <ul style="list-style-type: none"><li>• Process claims and payments from applicants</li><li>• Under the guidance of the FiPL Officer, develop relevant protocols and processes to enable monitoring of projects and the wider programme; ensure compliance with external and internal requirements; and provide information and contacts for any Defra Programme monitoring and external evaluation</li><li>• Process panel members' expenses in accordance with the FiPL National Framework</li><li>• Ensure accurate recording, reporting and interrogation of data as required by Defra guidance</li></ul>
4	<p>Any other duties commensurate with the post grading</p>