

Job Description

Role Title	Assistant Delivery Manager		
Directorate	Energy		
Team	Services Delivery / Loans and Grants		
Line Manager	Programme Manager, Loans and Grants		
New/ Existing Role	Existing		
Perm/ Fixed Term	Permanent	Grade 4	
Job Purpose	To assist the Programme Development and Delivery Manager and Deputy Programme Manager by effectively managing programmes in line with the agreed processes and procedures.		
Resource Management Responsibilities	Budget/ Equipment Accountabilities Sign off of £20K in grant and loan payments	People (EST) Accountability Responsible for programming work for direct reports	Contractor Accountability Work with IT subcontractors and lawyers in the development of schemes
Critical Accountabilities (between 4-8)	<p>People Leadership</p> <ul style="list-style-type: none"> Line manage a number of direct reports to ensure delivery of programme targets, work with the Programme Development and Delivery Manager and other team leaders to ensure team responsibilities are covered. <p>Project Management</p> <ul style="list-style-type: none"> Manage day to day delivery of projects by working closely with the Programme Development and Delivery Manager, ensuring targets in the Scottish Government work plan are met, customer service is maintained at a high level, applications are processed, and queries are responded to within given SLA. Liaise with EST solicitors to ensure that all schemes legally sound. Review, improve and develop new processes and standard documentation 		

	<p>Reporting and Evaluation</p> <ul style="list-style-type: none">• Working with the Programme Development and Delivery Manager to provide weekly and monthly reports as agreed, working closely with the finance team.• Respond efficiently to ad-hoc information requests by the Scottish Government, liaising with the Programme Development and Delivery Manager where necessary before submitting.• Monitor project budgets to ensure that forecast spend matches income from the Scottish Government. This includes monthly forecasting using the TMI system.• Overall responsibility for quality checking requirements, including checking grant approvals and payments. <p>Continuous Improvement</p> <ul style="list-style-type: none">• Deal with any complaints in a timely and appropriate manner, communicating with the Scottish Government and the Programme Development and Delivery Manager where necessary.
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