

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Contract Officer

Vacancy ID: 007517

Salary: £25,951.00 - £28,485.00 Annually

Closing Date: 21/05/2017

Benefits & Grade

Grade J

Contract Details

Temporary until 31/07/2018

Contract Hours

37 hours per week

Interview Date

01/06/2017

Job Description

This is an exciting opportunity to work on a European Social Fund (ESF) project which brings together many partners across Stockton-on-Tees, to deliver services to young people and adults.

The Pathways Youth Engagement Initiative ESF project works with 15 to 29 year olds to support them into employment, education and training and is aimed at the most vulnerable and hard to reach people identified as meeting the support criteria.

The Contract Officer will be responsible for implementing and maintaining quality procedures that support the delivery of a high quality effective project, in accordance with contractual requirements.

You will provide support to internal / external partners and Delivery Partners, in order that quality standards for systems and delivery can be implemented and maintained. You will ensure financial costs submitted by Delivery Partners are eligible and a robust audit trail is in place to support the costs.

You will also provide support in the management of Delivery Partners to ensure that contractual obligations are adhered to and targets are achieved.

For detailed information on this role, please refer to the Job Description and Person Specification.

For a further informal discussion, please contact Jenny Bottrill, Senior Practitioner, on 01642 677600.

An online application form and further information is available from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

**CHILDRENS SERVICES
YOUTH DIRECTION
JOB DESCRIPTION**

Job Title	ESF Contract Officer
Post Ref:	33524
Grade:	J
Responsible to	Project & Development Manager

The Youth Employment Initiative (YEI) is part-funded by the European Social Fund as part of the 2014-2020 European Structural and Investment Funds Growth Programme in England. This covers the period 1st October 2015 to 31st July 2018.

Job Summary

- To implement and maintain quality procedures that support the delivery of a high quality effective project, in accordance with contractual requirements.
- To provide support to internal and external partners and Delivery Partners, in order that quality standards for systems and delivery can be implemented and maintained.
- To ensure financial costs submitted by Delivery Partners are eligible and a robust audit trail is in place to support the costs.
- To provide support in the management of Delivery Partners to ensure that contractual obligations are adhered to and targets are achieved.

Key Relationships

- Department of Work and Pensions
- Job Centre Plus
- Delivery Partners
- Tees Valley Unlimited
- Employers
- Other Council Departments
- Participants

Main Duties and Responsibilities

1. To support the delivery of YEI project on behalf of the five local authorities of the Tees Valley.
2. To provide support to the Project & Development Manager in respect of the monitoring of the project financial claims, outputs and outcomes.
3. To assist in the implementation and on-going monitoring of quality procedures and processes within delivery partners to support the delivery of the YEI project.
4. To monitor delivery patterns of Delivery Partners within the allocated Local Authority area.
5. To monitor the delivery of Delivery partners to ensure the quality of provision meets contractual requirements

6. To monitor delivery and ensure outputs are achieved and where issues are identified highlight to the Project & Development Manager so remedial action can be taken where necessary.
7. To assist the Project & Development Manager in all aspects of contract management and actively participate in team meetings/project reviews.
8. Responsible for providing support to maintain and enhance the delivery of high quality youth employment initiatives.
9. To undertake monthly review meetings with Delivery Partners to ensure contract compliance and achievement of targets.
10. To track participants on a monthly basis to ensure progress is being made towards their objectives.
11. Assist in the monitoring processes, ensuring all administration staff are fully conversant with processes and the evidence required to enable draw down of funding against eligible costs.
12. Support the Project & Development Manager in undertaking initial assessments of potential sub-contractors to ensure that sufficient procedures and policies are in place in accordance with our contractual obligations.
13. To undertake training and development as may be deemed necessary to meet the duties and requirements of the post.
14. To adopt, utilise and demonstrate Customer Service Excellence principles.
15. To take reasonable care of personal health and safety and to cooperate with management so far as is necessary to enable compliance with the Authority's health and safety rules and legislative requirements.
16. To undertake such duties and responsibilities commensurate with the nature and grading of the post.
17. To ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.

**CHILDRENS SERVICES
YOUTH DIRECTION
PERSON SPECIFICATION**

Job Title ESF Contract Officer
Post Ref: 33524
Grade: J
Responsible to Project & Development Manager

	Essential	Desirable
Education / Training	<ul style="list-style-type: none"> • Good general level of education including GCSE English & Mathematics grades A-C or equivalent. • Quality Assurance qualification. • NVQ level 4 in Information, Advice & Guidance or equivalent. 	
Experience	<ul style="list-style-type: none"> • Experience of contract management including monitoring Delivery Partners to ensure contractual obligations are met. • Development of Quality Assurance systems (F) (I) • Partnership development (F) (I) • Monitoring financial claims (F) (I) • Experience of working with external partners (F) (I) • Working with external bodies and agencies (F) (I) • Practical experience or involvement in delivering multi-strand projects (f) (I) 	<ul style="list-style-type: none"> • Experience of quality standards such as Matrix. (F) (I)
Knowledge	<ul style="list-style-type: none"> • An excellent understanding of DWP/ESF rules and regulations. • An excellent understanding of the Quality cycle. 	
Skills	<ul style="list-style-type: none"> • Good ICT skills (F) (I) • Ability to deliver projects to tight deadlines, achieving all outputs and within budget (F) (I) • Ability to work on own initiative and as part of a team (F)(I) • Good problem solving skills (F)(I) • Good written and verbal skills (F) (I) • Sound communication skills both written and oral (F) • Ability to work with a wide range of people. (F)(I) 	

Aptitudes	<ul style="list-style-type: none">• Flexibility (I)• Ability to meet deadlines (I)	
------------------	---	--

ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY:

F = FORM

I = INTERVIEW

T = TEST(S)

R = REFERENCE(S)

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.