



APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Tees Valley Combined Authority.

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.

Special Adviser to the Mayor**Vacancy ID: 007582**

Salary: £42,899 - £45,994 Annually

Closing Date: 30/05/2017

Benefits & Grade

Grade P

Contract Details

Temporary to May 2020 (duration of the Mayoral Office)

Contract Hours

37 hours per week

Job Description**We are at the forefront of northern growth, and a flagship for successful devolution.**

The Tees Valley Combined Authority is responsible for overseeing around £½ billion in investment funds, with more to come through new devolution deals. In May 2017, the residents of the Tees Valley elected a Mayor for the Tees Valley, who Chairs the Combined Authority.

The Tees Valley covers five local authorities – Darlington, Hartlepool, Middlesbrough, Stockton and Redcar & Cleveland – with a combined population of 660,000 and borders County Durham and North Yorkshire.

The Authority incorporates the highly successful Tees Valley Local Enterprise Partnership, and sustains strong links with the local business community and other partners. Together, we aim to create 25,000 jobs and £2.8bn extra growth by 2026.

This is an exciting and unique opportunity to work with the first ever Tees Valley Mayor, and Combined Authority staff, to take forward the Mayor's priorities. The post will provide executive support and advice to the Mayor and assist with the development of initiatives. It will play an important role representing the Mayor with key stakeholders within and outside of the Combined Authority.

You will have demonstrable experience of providing advice in a political environment and of successful policy development at a national and local level. You will have a proven track record of establishing successful working relationships and engaging with a wide range of partners.

As well as a formal interview the recruitment process will provide an opportunity for shortlisted candidates to meet the Mayor to discuss their suitability for the role.

The post is politically restricted and particular restrictions will apply to the post holder. For details of these restrictions please contact Linda Edworthy, Strategy Director (details below).

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

For more information, visit www.teesvalley-ca.gov.uk/jobs.

If you wish to have a discussion on this role please contact Linda Edworthy, Strategy Director 01642 527092.

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

JOB DESCRIPTION

Post Title: Special Adviser to the Mayor
Post Reference: TVCA 103
Grade: P
Duration: Fixed term to May 2020 (duration of the Mayoral Office)
Responsible to: The Mayor

This is a post which is politically restricted in accordance with the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009.

Job Purpose

To support Tees Valley's first elected Mayor in the delivery of their priorities. The post holder will work in conjunction with the Cabinet and Senior Leadership Team to secure the achievement of the Mayor's programme. In particular, the post holder will provide executive support and advice to the Mayor; assist with the development of his initiatives; represent the Mayor with key stakeholders within and outside of the Combined Authority.

Duties & Responsibilities

The Mayor's special adviser will:

1. Give assistance to the Mayor on any aspect of the Combined Authority business, and give advice (including expert advice where appropriate).
2. Undertake long term policy thinking and contribute to policy planning within the Combined Authority.
3. Write speeches and undertake related research, including adding to material prepared by Combined Authority or constituent local authority officers.
4. Contribute to policy planning within the Combined Authority.
5. Liaise with constituent local authority elected members, parliamentarians, ministerial offices, and the Mayor's contacts in the Conservative Party as appropriate, on issues of Combined Authority policy.
6. Represent the views of the Mayor to the media, where they have been authorised by the Mayor to do so.
7. Liaise with local and national interest groups (including those with a political allegiance).
8. To oversee the proactive management of the Mayor's diary and the prompt and professional response to correspondence.
9. To ensure the success of key events for the Mayor through effective co-ordination and expert project management.
10. Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act.
11. To work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
12. To adhere to all policies, practices and procedures with regard to financial management, legal matters including procurement and those associated with the workforce including Health and Safety promoting employee engagement and ensuring good practice is in place.

PERSON SPECIFICATION

Post Title: Special Adviser to the Mayor

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
Qualifications and Education	Graduate or equivalent (in a related field e.g. marketing, public relations, communications, business management, economic development and regeneration), and a recognised professional qualification, or the equivalent level of knowledge gained through significant demonstrable experience in a directly related area of work.	Relevant post graduate qualification.	Application / certificates
Experience	<p>A track record in research, analysis of and development of policies and their applicability to a local area.</p> <p>A track record of establishing successful working relationships, both internal and with partners in order to get results in an economic growth context.</p> <p>A successful record of planning, prioritising and producing work to a high standard.</p> <p>A record of report writing and making presentations.</p> <p>Experience of working in a political environment.</p>		<p>Application & Interview</p> <p>Application & Interview</p> <p>Application & Interview</p> <p>Application & Interview</p> <p>Application & Interview</p>
Knowledge, skills and abilities	<p>Ability to research, analyse and develop, policies.</p> <p>Knowledge of national legislation, policies and developments relevant to economic growth.</p> <p>Ability to work successfully with a wide range of people and to develop effective relationships and networks.</p>	<p>Up to date knowledge of the economic challenges and opportunities in Tees Valley.</p> <p>Thorough understanding of the role and remit of the organisation.</p>	<p>Application</p> <p>Application</p> <p>Interview</p>

	<p>Ability to propose, develop and implement effective strategies in pursuit of agreed goals and to make clear, informed appropriate and timely decisions.</p> <p>Highly developed presentation skills that are persuasive and influential on others.</p> <p>High political awareness.</p>		<p>Application & Interview</p> <p>Application & Interview</p> <p>Application & Interview</p>
Personal style and behaviours	<p>A desire to be part of a team and to share responsibility for driving the aims of the whole organisation.</p> <p>High levels of energy, stamina and resilience.</p> <p>A high degree of integrity.</p> <p>A high drive for achievement.</p> <p>A high degree of awareness of the need of customers, partners and other stakeholders.</p>		<p>Application</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application & Interview</p>

Conditions of Service

General

Conditions of service generally are those contained in the appropriate National Joint Council Schemes. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours, from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). There is a flexible working hours scheme in operation.

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 Authority is working towards an environment where all employees 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 Authority 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 Authority. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Authority 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.