

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.

Personal Assistant to the Senior Management Team**Vacancy ID: 007583**

Salary: £21,268 - £22,658 Annually

Closing Date: 30/05/2017

Benefits & Grade

Grade H

Contract Details

Permanent

Contract Hours

37 hours per week

Interview Date

12/06/2017

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.

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

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.

The Combined Authority is looking to appoint an experienced Personal Assistant to provide support to the Mayor, and the wider Senior Management Team.

You will have demonstrable experience of providing a personal assistant service to senior management, with direct experience of supporting an elected member a distinct advantage.

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 Sarah Brackenborough, Governance Manager 01642 524423.

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: Personal Assistant to the Senior Management Team
Post Reference: TVCA 4; TVCA 20; TVCA 101
Grade: H
Responsible to: Governance & Scrutiny Manager

Job Purpose

To provide an efficient and professional personal assistant service to the Senior Management Team of the Combined Authority. The Senior Management Team is inclusive of the Managing Director and Directors of the Combined Authority, the Tees Valley Mayor and the Chair of the Local Enterprise Partnership.

Duties & Responsibilities

1. Diary management and co-ordinate all activities including associated travel, itineraries and paperwork directly in relation to the Senior Management Team.
2. Organise and prepare for internal/external meetings and presentations and any associated paperwork, travel, meeting room and catering arrangements, directly in relation to the Senior Management Team.
3. Deal with all enquiries received via telephone directly to the Senior Management Team.
4. Produce documentation from copy, audio, email and verbal formats, as required. Format and present documentation, as required, e.g. mail merge, reports, presentations.
5. Ensure the completion and return of any appropriate documentation in relation to the Senior Management Team.
6. Monitor email inboxes in a confidential and sensitive manner to ensure important matters are advised, actioned or delegated as appropriate. Forward emails to the appropriate officer to be actioned when any members of the Senior Management Team are on leave.
7. Appraise any incoming post direct to the Senior Management Team and ensure appropriate action/distribution.
8. Prepare and complete any appropriate expenses related paperwork.
9. Work closely with the other Personal Assistants, including providing holiday cover, to ensure an appropriate level of support is always available to the Senior Management Team.
10. Under the direction of the Governance and Scrutiny Manager, assist with the administration functions for the Combined Authority, including the reception/front of house service, as required.
11. Under the direction of the Governance and Scrutiny Manager, assist with the governance functions of the Combined Authority, including preparation of agendas and minute taking etc, as required.
12. Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
13. To take reasonable care of your own Health and Safety and co-operate with management, so far as is necessary, to enable compliance with the health and safety rules and legislative requirements.
14. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.

PERSON SPECIFICATION

Post Title: Personal Assistant to the Senior Management Team

| Qualifications and Experience | | | |
|-------------------------------------|--|---|-------------------------|
| Criteria | Essential | Desirable | Method of Assessment |
| Qualifications and Education | <p>Minimum RSA Level 3 Word Processing and/or typewriting or demonstrable level of experience working in a related role</p> <p>5 GCSEs A-C Grade</p> | <p>Appropriate Customer Care related qualification</p> <p>Shorthand and/or audio typewriting</p> | Application |
| Knowledge & Experience | <p>Experience of supporting senior management in a comparable personal assistant role</p> <p>Experience of working in an office environment</p> | <p>Experience of working in a similar environment dealing with public and private sector organisations</p> <p>Experience of financial and administration systems</p> <p>Experience of providing customer care</p> <p>Experience of reception duties</p> | Application & Interview |
| Skills | <p>Excellent communication skills</p> <p>Excellent IT skills (Microsoft suite of products – word, excel etc)</p> <p>Ability to work with confidential and sensitive information</p> <p>Ability to use own initiative and manage own workload</p> | <p>Ability to demonstrate customer care, sensitivity and awareness and work with a wide range of partners</p> | Application & Interview |
| Personal Attributes | <p>Confident communication skills, friendly and approachable</p> <p>Keen attention to detail, organised and efficient</p> <p>Pro-active and flexible</p> | | Application & Interview |

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.