

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.

Private Secretary to the Mayor

Vacancy ID: 008560

Salary: £29,323 - £31,601 Annually

Closing Date: 18/03/2018

Benefits & Grade

Grade K

Contract Details

Temporary until 31/03/2020

Contract Hours

37 hours per week

Interview Date

03/04/2018

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 Ben Houchen as Mayor for the Tees Valley, and Chair of the Combined Authority.

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.

This is an exciting and unique opportunity to work with the Tees Valley Mayor, and Combined Authority staff, to take forward the Mayor's priorities. The post will provide a comprehensive range of executive support to the Tees Valley Mayor, to support the delivery of his priorities. The postholder will play an important role in managing effective working relationships with key stakeholders, both within and outside of the Combined Authority.

You will have demonstrable experience of conducting research, analysis and policy development in a political environment and a proven track record of establishing successful working relationships and engaging with a wide range of partners.

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.

For a further informal discussion, please contact Chris Duggan, Executive Officer to the Mayor 01642 528893.

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:	Private Secretary to the Mayor
Post Reference:	TVCA 110
Grade:	K
Responsible to:	Mayor's Chief of Staff

This post is Politically Restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009.

Job Purpose

The post will provide a comprehensive range of executive support to the Tees Valley Mayor, to support the delivery of their priorities. The post will work alongside the Mayor, his Special Advisor and the wider Combined Authority team to ensure effective and efficient co-ordination of the Mayor's work programme, including carrying out research work, contributing to policy work and ensuring effective working relationships with key stakeholders, both within and outside of the Combined Authority.

Duties & Responsibilities

1. Provide a comprehensive range of executive support to the Tees Valley Mayor, to include work programming, advice, research, policy development and report writing.
2. Assist the Mayor in ensuring a co-ordinated approach to the Mayor's work programme, including contributing to policy and project work.
3. Establish effective communication with Combined Authority staff, Council Leaders, Members of Parliament and Senior Officials.
4. Establish effective networks and working relationships with key stakeholders and provide a positive interface for the Tees Valley Mayor.
5. Liaise with the appropriate Officers within the Combined Authority to ensure the provision of advice to the Tees Valley Mayor.
6. Liaise with external organisations and encourage effective communication between partners and the Tees Valley Mayor.
7. To be responsible for preparing responses on behalf of the Tees Valley Mayor to correspondence, enquiries and complaints, ensuring effective dissemination and co-ordination of responses.
8. Attend meetings outside of normal working hours, where required.
9. Undertake such personal training as may be deemed necessary to undertake the duties and responsibilities of the post.
10. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.

11. Take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the authority's health and safety rules and legislative requirements.

PERSON SPECIFICATION

Post Title: Private Secretary to the Mayor

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
Qualifications and Education	Educated to degree level in a directly relevant subject area and membership of relevant professional body or equivalent demonstrable level of knowledge gained through substantial demonstrable relevant work related experience.		Application
Experience and knowledge	<p>Experience of research, analysis and policy development</p> <p>Experience of report writing</p> <p>Successful record of planning, prioritising and producing work of a high standard</p> <p>Experience of organising a range of activities</p> <p>Working with a broad range of partners</p> <p>Experience of working within a political environment</p>	Knowledge of local government procedures	Application & Interview
Skills	<p>Excellent communication skills</p> <p>Excellent IT skills (Microsoft suite of products – word, excel etc)</p> <p>Research and report writing skills</p> <p>Ability to maintain productive working relationships with Members and Officers</p> <p>Ability to work within a political environment and demonstrate political awareness and sensitivity</p> <p>Ability to prioritise own workload and work to tight deadlines</p>	Thorough understanding of the role and remit of the organisation	Application & Interview

	<p>Ability to communicate orally and in writing with a wide range of people</p> <p>Ability to work on their own initiative at all levels</p>		
Personal Attributes	<p>A working style which commands confidence and respect of Members and Officers</p> <p>An enthusiastic and positive person</p> <p>A self-motivated team player, committed to achieving joint objectives</p> <p>Highly organised and self-disciplined</p> <p>Tact combined with assertiveness where appropriate</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.