



## 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](mailto: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.

## **Procurement & Project Co-Ordinator**

**Vacancy ID: 008577**

Salary: £29,323 - £31,601 Annually

Closing Date: 25/03/2018

Interview Date: 04/04/2018

### **Benefits & Grade**

Grade K

### **Contract Details**

Permanent

### **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 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 opportunity to join the Combined Authority team.

With new responsibilities, we are taking a more active role in delivering large and complex projects. We are working with multiple partners, government agencies, our local council partners and the private sector to secure funding for our highest priority projects. Our devolution settlement allows us to take a long-term view, using new funding powers and strong commercial relationships.

This post will support a comprehensive range of major projects in the Authority's £1½ billion investment programme, or on projects funded by central government where the Combined Authority is leading delivery, helping each Project to deliver the required quality within the specified time and cost constraints.

The post will also act as the central co-ordinator for all procurement activity within TVCA and shall be responsible for maintaining an up to date live contracts register and procurement register.

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](http://www.teesvalley-ca.gov.uk/jobs).

If you wish to have a discussion about this role please contact Julie Prior, Legal and Commercial Manager by email at [julie.prior@teesvalley-ca.gov.uk](mailto:julie.prior@teesvalley-ca.gov.uk).

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

## **JOB DESCRIPTION**

**Post Title:** Procurement & Project Co-ordinator  
**Post Reference:** TVCA 143  
**Grade:** K  
**Responsible to:** Legal and Commercial Manager

**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**

To oversee the day to day management of procurement processes and to assist in the delivery of TVCA's major commercial projects.

### **Duties & Responsibilities**

1. To act as a central co-ordinator for TVCA procurement and to maintain an up to date live contracts register and procurement register.
2. To undertake the day to day co-ordination and management of a range of procurement procedures and commercial projects to the required quality within specified time and cost constraints.
3. To liaise with stakeholders and external partners on a daily basis to scope, develop, implement and update on, major projects.
4. To prepare briefing reports on procurement and projects being scoped and implemented for Project Steering Groups, Cabinet, etc.
5. To assist the Legal and Commercial Manager to communicate and advise on best practice using several sources (procedures, legislation, case law and statutory guidelines).
6. To maintain up to date project actions logs, decision logs, project plans, risk registers and decision registers.
7. To assist in the preparation of relevant procurement and contract documentation including invitation to quote, invitation to tender, selection questionnaire and basic contract documents.
8. To manage own workload, including re-prioritising tasks where required to meet challenging timescales and to ensure responsive and effective procurement and project management and delivery.
9. To manage dependencies, monitor progress and determine when to re-prioritise to deliver procurements and projects to deadline and within budget, escalating potential issues or conflicts to the Legal and Commercial Manager.
10. To create and maintain a filing and monitoring system for completed contracts.
11. To help to ensure compliance with relevant legislation, e.g. procurement legislation, state aid, data protection, freedom of information, etc.
12. To help to ensure that the required approvals are in place for the procurements and projects delivered in the required timeframe.

13. To undertake such personal training as is deemed necessary to undertake the duties and responsibilities of the post.

14. To undertake other duties and responsibilities commensurate with the grading and nature of the post.

15. To take reasonable care of your own health & 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

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
<b>Qualifications and Education</b>	Educated to degree level in a relevant discipline and a project management or Chartered Institute of Purchasing and Supply (CIPS) qualification or ability to demonstrate equivalent level relevant knowledge gained through demonstrable works experience.	Project Management Qualification	Application
<b>Experience and knowledge</b>	<p>Experience of analysing, monitoring, reporting, disseminating and presenting information to a variety of audiences within the public sector and their partners.</p> <p>Experience of using IT to collect, analyse and present data.</p> <p>Experience and knowledge of the following, applied in practice:-</p> <ul style="list-style-type: none"> <li>• PRINCE2, or other project management methodologies;</li> <li>• regulated procurement legislation/requirements and processes; and</li> <li>• Process mapping tools and techniques.</li> </ul>	Experience of working in a role relating to project delivery and/or procurement.	Application Interview
<b>Skills</b>	<p>High level analytical and interpersonal skills, required to manage multiple projects;</p> <p>Good presentational and communication skills and an ability to produce quality written work.</p> <p>Ability to work sensitively with a range of key stakeholder organisations, local authorities and central government departments.</p> <p>Ability to work as part of a multi-disciplinary team and represent the organisation in a professional manner.</p>		Application Interview

<b>Personal Attributes</b>	Highly motivated and enthusiastic.  Ability to communicate orally and in writing with a range of internal and external stakeholders.  Highly organised.		Application Interview
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## **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.