

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.

Assurance Officer**Vacancy ID: 008591**

Salary: £25,951 - £28,485 Annually

Closing Date: 25/03/2018

Benefits & Grade

Grade J

Contract Details

Fixed term until March 2020

Contract Hours

37 hours per week

Interview date

06/04/2018

Job Description

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 leading on the investment programme and taking decisions locally. 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.

A condition of devolution is that we must adhere to a strict Assurance Framework agreed with Government for all investment decisions. This ensures we make well informed decisions in an open and transparent way. We must also publish a wide range of project and performance information on the TVCA website.

This post is one of three that will provide a pivotal support to partners to guide them through the assurance process and ensure a robust audit trail is available, from early project ideas through to a financial commitment. This will include checking business cases have been fully completed, assisting with project appraisals, setting timescales for project development and decisions and monitoring their progress. The Assurance Officers will ensure clear, complete and accurate information is available to inform decisions. You will work closely with the Claims and Monitoring Officers to ensure a swift transition through to delivery.

The post will support the Project Investment Officers to develop a strong investment programme.

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 Sarah Walker, Strategic Investment Manager, sarah.walker@teesvalley-ca.gov.uk

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: Assurance Officer
Post Reference: TVCA 145
Grade: Grade J
Responsible to: Project Investment Officer

Job Purpose

As a forward thinking Mayoral Combined Authority, our Investment Plan currently stands at £464 million with potential for further devolution from Central Government.

This role will support the Project Investment Officers and its focus is to ensure the Single Pot Assurance Framework is implemented effectively. Key responsibility is to ensure the necessary assurance processes are complete and a robust audit trail is available for the TVCA Multi-Year Investment Programme as part of the delivery of the Tees Valley 10 year Strategic Economic Plan, it is not to develop the detailed project business cases.

It will require working with a wide range of partners from multi-disciplinary backgrounds to ensure effective communication, management and delivery of projects and programmes

Duties & Responsibilities

1. Support the Project Investment Officers to ensure all of the Assurance Framework is followed.
2. Support the process for the receipt of new investment proposals ensuring compliance with the Assurance Framework at all times in line with local requirements and timescales.
3. Work independently with projects to support them through the Assurance Framework and accelerate delivery, including project planning and support throughout development to ensure clear audit trails are in place for all decisions made in relation to investments from concept through to closure.
4. Gather and process detailed evidence from the proposal leads within tight deadlines, identifying any missing information or queries to ensure compliance and robustness under scrutiny.
5. Working closely with policy leads and the Project Investment Officers, undertake project appraisals and due diligence, identifying where external advice and technical guidance is required.
6. Implement forms and systems to capture appropriate project information at each stage.
7. Collate all evidence and information to support the implementation of Funding Agreements.
8. Ensure all information sharing requirements set out in the Assurance Framework are met including updating the TVCA website.
9. Work closely with finance colleagues to maintain financial forecasts and reporting for the multi-year programme and assist in writing regular reports for various governance groups and submission to government.
10. Support the on-going development of the assessment criteria used to appraise and prioritise investments.

11. Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
12. Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act.
13. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
14. 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.
15. To ensure that all clients both internal and external, receive a consistently high quality level of service.
16. 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.

PERSON SPECIFICATION

Post Title: Assurance Officer

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
Qualifications and Education	Educated to Graduate level in a relevant discipline or an equivalent level of demonstrable direct work related experience.	A recognised professional qualification in a directly related area of work.	Application form
Experience and knowledge	<p>Experience of liaising with partners on investment proposals particularly in business case development and knowledge of appropriate techniques for appraising and evaluating.</p> <p>Experience of supporting capital and revenue projects.</p> <p>Experience of setting up and operating programme management support systems in a multi-disciplinary team.</p> <p>Proven knowledge and understanding of financial concepts and a high level of general numeracy.</p> <p>Fully IT literate with experience of working with Microsoft Office applications (Word, Excel, Outlook).</p>	<p>Experience of working with different funding streams including UK national and European (e.g ERDF, ESF etc.)</p> <p>Experience of working with third party consultants.</p> <p>Experience of working within economic development.</p> <p>Knowledge of the Tees Valley economy and labour markets including economic drivers, opportunities and threats.</p> <p>Commercial awareness and experience of a range of funding models and instruments to maximise the return on investments.</p> <p>A sound knowledge, understanding and use of financial and management information systems, particularly in relation to use of various forms of public funding, grants etc. (e.g. System K, MCIS, etc).</p>	Application and interview

Skills	<p>Ability to support complex projects and programmes in a partnership setting with tight deadlines.</p> <p>Ability to process sensitive and confidential information, and knowledge of data protection and data security, where relevant.</p> <p>Proven competency to collate, interpret and communicate complex technical information to assist senior management in the development of strategy and investment planning.</p> <p>Excellent report writing skills.</p> <p>Proven 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>	<p>Excellent communication skills with the ability to communicate orally and in writing with a range of people, particularly public and private organisations.</p> <p>Good formal presentation skills.</p>	<p>Application and Interview</p>
Personal Attributes	<p>Strong Self-motivation and a 'can do-attitude'.</p> <p>Highly organised and flexible to manage several on-going tasks.</p> <p>Produces work to a high standard and motivates others to do likewise.</p> <p>Organised, adaptable and responsive to change.</p>		<p>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.