

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

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.

Team Manager (Targeted Action Area)

Vacancy ID: 008733

Salary: £37,306.00 - £40,057.00 Annually

Closing Date: 29/04/2018

Benefits & Grade

Grade N (pay award pending)

Contract Details

Fixed term for 3 years (with the potential to extend for a further 2 years)

Contract Hours

37 hours per week

Job Description

An exciting opportunity has arisen to be at the forefront of a new initiative. As the Team Manager you will be responsible for leading on the delivery of the Council's commitment to developing and delivering a *targeted action approach* to supporting local communities in 'designated areas' of the Borough. This is a key role working with a range of council service teams, partner agencies, the community and voluntary sector and as importantly our local communities to address key priorities within these designated areas.

You will have successful experience in devising and implementing new service delivery models. Strong interpersonal skills, an ability to work proactively with a broad range of both internal and external partners plus confidence to take decisions within agreed parameters will be essential in this role.

Applicants should be motivated and have high personal standards, be able to demonstrate a flexible and organised approach to their work, be able to communicate effectively with a range of stakeholders and lead a small multi-disciplinary team. Flexibility, a willingness to learn and take on new challenges, and resilience are also essential in the job role.


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

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

For a further informal discussion, please contact Jane Edmonds, Housing Services Manager, on 01642 526682.

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

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

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|  Stockton-on-Tees BOROUGH COUNCIL | | JOB DESCRIPTION |
| Directorate: Economic Growth and Development | | Service Area: Housing |
| JOB TITLE: Team Manager (Targeted Action Area) | | |
| GRADE: N | | |
| REPORTING TO: Housing Services Manager | | |
| 1. | JOB SUMMARY: To strategically review and develop a ‘targeted action’ approach to supporting local communities in “designated areas” in the Borough (older housing stock areas in central Stockton and the Victoria ward in Thornaby). Ensure effective partnership and collaboration with other Council service teams, the voluntary and community sector and local communities to address key priorities within these identified areas. Manage the agreed service delivery model which will include Selective Licensing. In addition the post holder will: <ul style="list-style-type: none"> • Be part of a management team. • Support the Housing Services Manager in developing and maintaining a wide range of relationships and partnerships. Strong interpersonal skills, an ability to work proactively with a broad range of internal and external partners plus confidence to take decisions within agreed parameters will be essential in this role | |
| 2. | MAIN RESPONSIBILITIES AND REQUIREMENTS | |
| | 1. | Develop a ‘targeted action approach’ to addressing issues faced in areas of low value, terraced, private sector housing, through the delivery of bespoke and flexible intervention plans and the deployment of allocated resources. |
| | 2. | Provide leadership and direction to the Targeted Action Team. |
| | 3. | Implement selective licensing in the ‘designated’ areas, ensuring that the scheme proposal, implementation and delivery adheres to Department of Communities and Local Government Guidance. |
| | 4. | Develop (and implement) a range of performance indicators to measures the progress and success of the project. Report to relevant bodies on outcomes and areas for service development. |
| | 5. | Ensure effective financial management (plan and administer) finances and resources allocated to the project. |
| | 6 | Drive the strategic development, implementation of the project with partner agencies (internal and external to the Council) in order to deliver on a unique, flexible and holistic delivery model. |
| | 7 | Develop collaborative relationships with a range of statutory and VCSE partners as well as private sector landlords, local residents and other local stakeholders. |

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| | 8 | Lead on the procurement and commissioning of and/or research projects as appropriate to the 'Targeted Action Area' project. |
| | 9 | Contribute to the development and implementation of cross-cutting initiatives in line with strategic and corporate objectives of the Housing Service. |
| | 10 | Support the Housing Services Manager in developing and maintaining good quality relationships with local ward members and ensure effective communication with relevant portfolio holders, Cabinet Members. |
| | 11 | Promote positive, constructive and productive relationships between the Council, its strategic partners, stakeholders and local communities. |
| | 12 | Be an active member of the Housing Services 'Management Team' and the Economic Growth and Development Services 'Service Managers' Team. |
| | 13 | Embrace the values, behaviours, expectations and general atmosphere in which we work as defined in Stockton Councils Culture Statement. |

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

PERSON SPECIFICATION

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| Job Title/Grade | Team Manager (Targeted Action Areas) | Grade N |
| Directorate / Service Area | Economic Growth and Development | Housing Services |
| Post Ref: | 34355 | |

| | ESSENTIAL | DESIRABLE | MEANS OF ASSESSMENT |
|--------------------|---|--|----------------------------|
| Qualifications | Educated to degree level and member of a relevant professional body <i>or</i> equivalent substantial demonstrable level of knowledge gained through directly relevant works experience. | Formal project management qualifications | Application form |
| Experience | <p>Track record of project initiation, implementation and delivery. Experience of forging and managing effective partnerships.</p> <p>Track record of creating and maintaining strategic and operational networks and partnerships. Experience of managing a varied and demanding workload / ability to prioritise due to changing circumstances.</p> <p>Experience of budget management.</p> | Track record of leading, managing and coaching staff and supporting them through times of change. | Application / Interview |
| Knowledge & Skills | <p>Highly proactive and motivated, demonstrating drive, determination and creativity.</p> <p>Confident and resilient, provides confidence to others.</p> <p>Able to initiate and implement organisation change.</p> | <p>Knowledge of issues facing areas of low value, private sector housing.</p> <p>Risk Management</p> | |

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| | <p>Ability to plan, prioritise and delegate work and achieve tasks within tight timescales.</p> <p>Ability to effectively use a range of IT applications.</p> <p>Ability to set, manage and monitor budgets.</p> <p>Effective communication skills at all levels, including negotiating and influencing.</p> <p>Extensive experience in the production of clear well-structured reports, working policies and strategic documents.</p> | | |
| Specific behaviours relevant to the post | Demonstrate the Council's Behaviours which underpin the Culture Statement. | | Application / Interview |
| Other requirements | High degree of integrity and responsibility. | | |

Person Specification dated Feb.2018

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

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