



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.

Provider Performance & Relationship Officer

Vacancy ID: 009298

Salary: £29,909 - £32,323 Annually

Closing Date: 30/09/2018

Benefits & Grade

Grade K

Contract Details

2 x permanent posts

Contract Hours

37 hours per week

Job Description

We are at the forefront of northern growth and a flagship for successful devolution.

In May last year, residents in Tees Valley voted to elect their first Mayor, and the area established one of the first Mayoral Combined Authorities in the country. This gives us access to newly devolved powers and resources from Central Government, to drive forward an ambitious agenda that can increase economic growth and prosperity across the region.

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.

Devolution has created an exciting opportunity for the Combined Authority to receive and manage the multi-million pound Department of Education's Adult Education Budget from August 2019.

In order to prepare for implementation of this budget we are recruiting two Provider Performance & Relationship Officers to develop the Tees Valley Combined Authority's approach to managing the overall performance and relationships with the Providers that it funds to deliver its learning and skills provision.

You will have demonstrable experience and knowledge of working in the Adult Education/Further Education and skills sector, policy knowledge relating to adult skills, experience of developing strategies for managing performance and funding in a skills provider, funding agency or similar organisation.

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 Jacqui Banks, Adult Education Manager by email at jacqui.banks@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: Provider Performance & Relationship Officer
Post Reference: TVCA167 & TVCA168
Grade: K
Responsible to: Adult Education Manager
Contract: Permanent

Job Purpose

The purpose of this role is to establish effective relationships with training providers that the Tees Valley Combined Authority provide funding to as part of the devolution of the Adult Education Budget. The role will establish and manage these relationships, including performance managing the delivery plans in place with these providers.

The post holder will work as part of a team and have direct responsibility for a portfolio of training providers, from the public, private and voluntary sectors.

The post holder must have demonstrable knowledge and experience of the Adult Skills policy area including current funding arrangements and the Further Education sector.

Duties and Responsibilities

1. To assist in the development and implementation of robust processes in order to effectively manage the performance and quality of the provision funded within the devolved Adult Education Budget across the Tees Valley Combined Authority area.
2. To establish effective, working relationships with funded providers, including regular contact and establishing open and transparent dialogue.
3. To regularly monitor and assess performance of the funded providers within the TVCA Performance Management Framework.
4. Undertake detailed analysis of the delivery plans and performance reports to ensure delivery is in line with funding agreements.
5. Undertake detailed assessment and review of the delivery in place, is as agreed within the Funding Agreement.
6. To actively work with providers to assess quality, continued performance in line with their delivery plan, including proposing, negotiating and achieving agreed solutions as part of an improvement plan.
7. To regularly update providers on continued assessment and provide ongoing support and management of the improvement plans where required.
8. To intensively monitor improvement plans to ensure successful improvement.
9. Provide feedback and inform providers of any escalation process required if improvement is not achieved, that could lead to reduction in funding awards.
10. To inform senior management when performance is not adequate and when no improvement has been made.

11. To recommend to senior management potential changes, including reduction in funding when performance is not acceptable.
12. To take personal responsibility for ensuring assessment processes are implemented in accordance with TVCA requirements.
13. To regularly update providers with TVCA policy requirements
14. Work closely with other TVCA teams to ensure finance and funding agreement information is up to date, and ensure there is a clear understanding of the agreements in place and the performance requirements. This includes having detailed knowledge of the processes and arrangements in the Investment team and the financial monitoring arrangements
15. Take ownership and responsibility for updating the risk registers for each provider and providing regular formal reports for senior management and external parties.
16. Present to formal governance groups when required.
17. Undertaking analysis of provider performance data and intelligence in order to inform future funding and contracting decisions, and provide regular reports to the Adult Education Manager, the wider Senior Management Team and associated governance bodies within the Combined Authority.
18. Contribute to the wider Education, Employment and Skills agenda within the Combined Authority.
19. To take reasonable care of your own health and safety, including acknowledging Lone Working risks and co-operate with management, so far as is necessary to enable compliance with the authority's health and safety rules and legislative requirements.
20. Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
21. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.

PERSON SPECIFICATION

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
Qualifications and Education	Educated to degree level in relevant area, or 3 years equivalent experience.		Application
Experience and knowledge	<p>Detailed understanding of and experience of working in the Adult Skills and/or Further Education sector.</p> <p>Experience of directly managing contracts, funding and performance in a provider, funding agency or similar organisation.</p> <p>Significant experience of challenging performance, and leading challenging conversations within a skills setting.</p> <p>Detailed understanding of skills funding policies and provider management.</p> <p>A detailed understanding of the current Individual Learning Record system used by adult skills providers.</p> <p>Proven ability to work sensitively with a range of key stakeholder organisations, local authorities and central government departments.</p> <p>Experience of working with large partnerships and multiple stakeholders and the ability to negotiate change.</p> <p>Knowledge of the Education, Employment and Skills</p>	<p>Extensive knowledge and direct experience of the Tees Valley skills needs and priorities.</p> <p>Experience of working in a senior performance management role in the Adult Skills and/or Further Education sector.</p> <p>Experience of working in a Quality Assurance role in in the Adult Skills and/or Further Education sector.</p>	<p>Application</p> <p>Interview</p>

	<p>devolution proposals and agreements with Combined Authorities.</p> <p>Demonstrable knowledge and experience of Ofsted and the Learning and Skills inspection regime.</p> <p>Fully IT literate with experience of working with Microsoft Office applications (Word, Excel, Outlook) Knowledge and understanding of Health and Safety, Safeguarding, Prevent and British Values in relation to Adult Skills.</p>		
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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.