

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.

ESF Administration Assistant

Vacancy ID: 009569

Salary: £8,840.50 - £9,159.50 Annually

Closing Date: 09/12/2018

Benefits & Grade

Grade E

Contract Details

Temporary until 31 July 2022

Contract Hours

18.5 hours per week (days & times to be agreed)

Job Description

The ESF Pathways Youth Employment Initiative Project works with young people from Stockton-On-Tees aged 16 – 29 years old, engaging and then helping them into education, employment or training, via provision of bespoke individual support.

You would be part of the ESF Pathways YEI Team based within Youth Direction. We require a motivated individual who can use their own initiative to provide high level administrative and clerical support to the Senior Practitioner and Supported Employment Workers.


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 an informal discussion or further information call Jackie Brewster, Project Lead, on 01642 524824

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.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Children's Services		Service Area: Early Help	
JOB TITLE: ESF Administration Assistant			
GRADE: E			
REPORTING TO: ESF Lead Practitioner			
1.	JOB SUMMARY: The Tees Valley Pathways Programme is part-funded by the European Social Fund and supported under the Youth Employment Initiative. This covers the period 1st August 2018 to 31 st July 2022. To provide efficient and effective administration assistance to the ESF Pathways project, to which this post is dedicated. To provide high level administrative and clerical support to the Senior Practitioner, Supported Employment Workers, and Stockton Borough Council finance department to assist in the delivery of the Project.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To provide general clerical and administrative support to the Project Manager, Supported Employment Workers and Stockton Borough Council finance department and additional administrative support to further the ESF Pathways project when requested.	
	2.	To carry out IT activities in support of team delivery including: the retrieval and access of client record information in an efficient manner; MI statistics and reports; and to produce information in a comprehensible manner.	
	3.	To undertake word processing and financial duties including processing of letters, reports and the accurate recording of minutes and collective agreements.	
	4.	To assist in the efficient daily operation of the office by maintaining procedures and ensuring advice and information is accurate and given in accordance with Stockton Borough Council's policies, procedures and quality initiatives.	
	5.	To support the tracking and follow up of young people.	
	6.	To carry out computer activities as requested; be able to retrieve and access filed information in an efficient manner and produce information in a comprehensible manner.	
	7.	To act as lead contact person for all team IT issues.	
	8.	To undertake specific duties relevant to the ESF Pathways project plan, responsible for implementation and maintenance of new databases, spread sheets etc.	
	9.	To assist with the operation of a stock control system for the distribution and supply of stationery items and to ensure that the ESF Pathways project team have adequate administrative resources.	
	10.	To undertake postal duties including the distribution and collection of internal and external post.	

	11.	To constantly review and update clerical procedures in accordance with management and administration staff.
	12.	To assist with the completion of all future ESF claims and maintain records and answer queries on ESF claims relating to the period August 2018 – July 2022.
	13.	To maintain records and answer queries on beneficiary expenditure relating to the project and to answer queries relating to financial issues regarding expenditure incurred.
	14.	To undertake such training and development as may be deemed necessary to meet the duties and responsibilities of the post.
	15.	To be responsible for visitor management and related hospitality.

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

Job Title/Grade	ESF Administration Assistant	Grade E
Directorate / Service Area	Children's Services	Early Help
Post Ref:	34594	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	General education to NVQ level 3 or equivalent	NVQ 3 or equivalent qualification in Business Studies and Administration	Application form
Experience	<p>Previous Clerical/Admin experience</p> <p>Previous experience of working in an office environment</p> <p>Experience of setting up databases and recording financial and organisational information</p>	<p>Previous experience of working with young people</p> <p>Two years customer facing environment</p> <p>Experience in administration of ESF projects</p> <p>Experience of financial monitoring</p> <p>Experience of administering contracts and agreements</p>	Application / Interview

Knowledge & Skills	<p>Excellent interpersonal skills</p> <p>Excellent written and oral skills</p> <p>Communication skills</p> <p>Basic literacy / numeracy</p> <p>Computer literate in Microsoft Office, Excel, PowerPoint and Access database.</p> <p>Competent in the use of general office equipment</p> <p>Excellent clerical and administration skills</p>		Application / Interview
Specific behaviours relevant to the post	<p>Demonstrate the Council's behaviours which underpin the Culture Statement.</p> <p>Flexibility</p> <p>Ability to work under pressure</p> <p>Honesty and Integrity</p> <p>Commitment to training and development</p> <p>Commitment to team working</p> <p>Calm and obliging disposition</p> <p>Smart presentable appearance</p> <p>Commitment to equality of opportunity</p>		Application / Interview

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.