



## 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.

## **Energy Hub Programme Manager**

**Vacancy ID: 009650**

Salary: £29,909 - £32,233 Annually

Closing Date: 20/01/2019

### **Benefits & Grade**

Grade K

### **Contract Details**

Temporary for 2 years - to be extended subject to funding

### **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 Combined Authority is responsible for overseeing around £1½ billion in investment funds, with more to come through new devolution deals. In May 2017, the residents of the Tees Valley elected Ben Houchen as Mayor for the Tees Valley, and Chair of the Combined Authority.

An exciting opportunity has arisen for an experienced Programme Manager to join Tees Valley Combined Authority. The role will be responsible for managing the North East Yorkshire and Humber Energy Hub Programme. The role will involve working with project managers across Humber LEP, North East LEP, Sheffield City Region, Tees Valley Combined Authority, West Yorkshire Combined Authority, and York, North Yorkshire and East Riding LEP to coordinate programme activities that will accelerate the delivery of low carbon energy projects.

We are seeking an experienced professional with excellent communication skills. If you thrive in a busy and diverse environment, then this role will suit you. Previous experience of managing energy programmes would be an advantage.

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

For a further informal discussion, please contact Mark Lewis, Innovation & Technology Manager, on 01642 524436.

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:** Energy Hub Programme Manager

**Post Reference:** TVCA 169

**Grade:** K

**Duration:** Temporary for 2 years or secondment

**Responsible to:** Innovation and Technology Manager

### **Job Purpose**

The purpose of the Programme Manager is to manage the day to day operation of the North East, Yorkshire and Humber Energy Hub. The Energy Hub is a two year programme aimed at building capacity in energy and developing energy projects within LEPs and Combined Authorities. The North East, Yorkshire and Humber Energy Hub consists of Tees Valley Combined Authority, North East LEP, Humber LEP, York, North Yorkshire and East Riding LEP, West Yorkshire Combined Authority, and Sheffield City Region. This role ensures that the Hub operates effectively, that it meets its required outputs, projects are progressed, the budget is managed effectively, and effective liaison occurs between the Hub, BEIS and other Energy Hubs.

### **Duties & Responsibilities**

1. Liaise and maintain contacts with the LEPs within the Hub, with Central Government, with other Energy Hubs, and with a wide variety of stakeholders from contractors to universities. Ensure that the North East, Yorkshire and Humber Energy Hub is represented professionally and credibly to external stakeholders. Ensure that members of the Energy Hub work effectively together.
2. Develop a framework for evaluation of energy projects within the hub in order to monitor progress. Read and understand energy strategies, Strategic Economic Plans, Local Plans, and any other relevant strategic documents from within the Energy Hub to identify joint working opportunities within and between LEPs in the Hub.
3. Assist the Energy Hub Officer Management Group with decision making regarding project prioritisation.
4. Maintain up to date with project progress and monitor this progress monthly providing reports to the Energy Hub Officer Management Group. Ensure information is gathered in line with the required KPIs.
5. Identify consultancy contracts for expertise for joint Hub activity. Write specifications and assessment criteria, manage the procurement, select and contract with the preferred bidder. Manage these contracts ensuring budgets are managed, outputs are delivered, and the assurance frameworks are adhered to.
6. Manage the budget of the Energy Hub, provide forecast spend reports quarterly to the Officer Management Group. Identify any projected over or underspends and provide advice to the Officer Management Group on remedial action.
7. Develop and manage a risk register for the Programme.

8. Ensure the KPIs of the Hub are progressed and met, provide quarterly reports to the Officer Management Group on progress against KPIs. Where KPIs are not projected to be met, provide the Officer Management Group with recommendations on remedial action.
9. Ensure TVCA's assurance framework is followed, records are kept, and procurement is compliant with regulations.
10. Provide monthly updates to BEIS on project progress and performance against KPIs. Attend monthly meetings in London with BEIS. Provide a monthly report to the Officer Management Group from the monthly BEIS meetings, including any recommendations for joint working.
11. Identify joint working opportunities between LEPs within the Hub and between other Hubs. Where this joint working has been identified facilitate the day to day joint working, this could be arranging meetings, managing joint procurement, specifying work. Leverage expertise within and external to the hub.
12. Manage relationships with external stakeholders such as Universities, private companies, and other institutions. Assist the Communications Team to write press releases and gain agreement to issue from Hub members.
13. Prior to closure of the Energy Hub produce a final report on final budget breakdown and outputs against KPIs. Commission external evaluation of the Programme. Lead a project to identify a sustainable business model for the Hub following year 2 of its operation.
14. To take reasonable care of your own Health and Safety and co-operate with management, so far as is necessary, to enable compliance with the health and safety rules and legislative requirements.
15. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
16. Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act.
17. To assist in the training and development of staff and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.

# PERSON SPECIFICATION

**Post Title: Energy Hub Programme Manager**

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
<b>Qualifications and Education</b>	Educated to Degree level in a relevant discipline or an equivalent level of demonstrable direct work related experience.		Application
<b>Experience and knowledge</b>	<p>Experience of managing budgets and producing budget reports</p> <p>Experience of managing programmes, including output monitoring</p> <p>Experience of working with a wide range of external stakeholders</p> <p>Experience of managing external funds and providing monitoring reports</p> <p>Experience of developing risk registers and managing risks</p> <p>Knowledge of the energy sector</p>	<p>Knowledge of Public Procurement regulations and experience of developing specifications, undertaking procurement, and contracting with preferred bidders.</p> <p>Experience of contract management</p> <p>Experience of working with Central Government</p> <p>Experience of working with LEPs and / or Combined Authorities</p> <p>Experience of managing programmes with external stakeholders</p>	Application and Interview
<b>Skills</b>	<p>Ability to work with a range of external stakeholders, demonstrating excellent communication skills</p> <p>Ability to identify and lead joint working arrangements</p>		Application and Interview
<b>Personal Attributes</b>	Confidence to talk in meetings, present ideas, foster relationships and deal with	Entrepreneurial – able to lead evaluations and come up with novel approaches	Interview

	<p>difficult situations to gain consensus</p> <p>Able to travel to London once a month, and to travel to other LEPs both within the Hub or external to it across the UK</p>	and new business models	
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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.