

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.

Project Investment Officer

Vacancy ID: 009693

Salary: £32,233 - £35,229 Annually

Closing Date: 27/01/2019

Benefits & Grade

Grade L

Contract Details

Permanent

Contract Hours

37 hours per week

Job Description

It is an exciting time to be joining Tees Valley Combined Authority so if you have the passion and enthusiasm to join our team to make a difference in the Tees Valley then we'd like to hear from you.

Tees Valley is where five distinct Boroughs come together to make one exceptional destination in which to invest, live, work and visit. We have an established history and expertise in a number of areas from energy, chemicals, advanced manufacturing and engineering through to the creative and digital sectors. From countryside to coast and village to town, variety and innovation continually drive the population of 600,000 forward. Excellent road, rail, air and sea connections help make the Tees Valley an attractive place for visitors and investors, and it is well placed to meet the demands of a fast changing British economy.

The Tees Valley Combined Authority has made huge progress since its creation over two years ago, taking on devolved responsibilities from Government for transport, infrastructure, skills, business investment and developing local collaborations on culture, tourism and housing. This gives the Combined Authority a significant opportunity to accelerate growth in the sub-region and gives us scope to make a real difference to the businesses and residents of the Tees Valley. These powers are backed up by substantial funding, specifically a 30-year agreement worth over £450 million plus a further £500 million to invest in delivering the Strategic Economic Plan over the next five years.

We are looking to recruit a Project Investment Officer to join our team, leading on the development of robust Business Cases for Investment. You will take an active role in identifying and developing transformational and complex projects from inception through to delivery. Working with a range of public and private sector partners and government agencies you will need to have excellent verbal and written communication skills as well sound negotiation and evaluation skills.

You will be required to lead and manage a portfolio of projects, as well as undertaking appraisal of proposals in line with the Local Assurance Framework and Green Book principals. Experience in project management is essential along with the ability to effectively organise and prioritise your workload. Ideally you will need strong commercial knowledge as well as experience in Local Authority workings, to ensure we maximise the returns on the investment fund and the economic impact on Tees Valley.

You will support the Strategic Investment Manager to develop and deliver a strong investment programme and will be required to produce and analyse a range of progress reports including Cabinet reports.

This is a varied and challenging, but very rewarding role. If you have the demonstrable skills required then this could be the job for you.

The post will be based at Cavendish House in Stockton-on-Tees and some travel to visit businesses and partners will be required.

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

If you wish to have a discussion about this role please contact Julie McCartney, Strategic Investment Manager, julie.mccartney@teesvalley-ca.gov.uk

Please visit www.teesvalley-ca.gov.uk/jobs to apply online and for further information about this job role. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email recruitment@xentrall.org.uk to request an application pack.

JOB DESCRIPTION

Post Title: Project Investment Officer
Post Reference: TVCA 170
Grade: Grade L
Responsible to: Strategic Investment Manager

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 assist the Strategic Investment Manager to identify and develop projects to accelerate delivery of the TVCA Multi-Year Investment Programme as part of the delivery of the Tees Valley 10 year Strategic Economic Plan.

Key responsibilities include assisting the Strategic Investment Manager to work with partner organisations in identifying, developing and bringing projects forward for delivery within the TVCA Investment Plan. The role will manage a portfolio of projects and will require working with a wide range of partners from multi-disciplinary backgrounds to ensure effective communication, management and development and delivery of projects and programmes.

This post will work closely with the Strategic Investment Manager and will have line management responsibility for the Assurance Officers. The needs of the programme will change over time and therefore a flexible approach is needed and the post holder will be expected to plan and manage the resources available to continue successful delivery.

Duties & Responsibilities

1. Support the Strategic Investment Manager to accelerate the Multi Year Investment Programme, through identifying key strategic proposals ensuring they are in line with the Strategic Economic Plan, Investment Plan and Assurance Framework and develop a pipeline of projects.
2. Act as a point of contact and develop good working relationships with partner organisations, government and a range of organisations, which can assist in the development and delivery of the investment programme.
3. Manage the process for the receipt of new investment proposals ensuring compliance with the Assurance Framework at all times.
4. Develop and co-ordinate communications and engagement between TVCA and partners to raise awareness of investments and opportunities.
5. Manage the development and implementation of suitable governance and programme management arrangements.
6. Support projects to develop robust business cases, maximising the opportunities to secure additional funding sources and commercial returns where possible.

7. Manage the transition from development to delivery ensuring project leads have all the necessary contacts and information.
8. Manage the appraisal and due diligence of proposals and support the Strategic Investment Manager in making recommendations and producing management reports to ensure the following:
 - Financial models provide the maximum impact from the investment funds available to the local area; and
 - Clear audit trails are in place for all decisions made in relation to investments from concept through to closure.
9. Lead on gathering and processing detailed evidence from the proposal leads within tight deadlines, identifying any missing information or queries to ensure compliance and robustness under scrutiny.
10. Support the on-going development of the assessment criteria used to appraise and prioritise investments.
11. Support the procurement and manage external advice and technical guidance where appropriate.
12. Work with the Legal and Commercial Manager on implementation of funding agreements.
13. Maintain a Strategic Risk Register for the investment programme and projects in delivery.
14. Deputise for the Strategic Investment Manager as required.
15. Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
16. Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act.
17. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
18. 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.
19. To ensure that all clients both internal and external, receive a consistently high quality level of service.
20. 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: Project Investment Officer

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
Qualifications and Education	Educated to Graduate level in a relevant discipline and a recognised professional qualification in a directly related area of work or an equivalent level of demonstrable direct work related experience.		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>Supervisory experience across a broad range of business, investment planning, programme management and external funding activities (both capital and revenue) within an economic growth context.</p> <p>Commercial awareness and experience of a range of funding models and instruments to maximise the return on investments.</p> <p>Proven knowledge and understanding of financial concepts and a high level of general numeracy.</p> <p>Experience of setting up and operating programme management support systems in a multi-disciplinary team.</p> <p>Wide-ranging knowledge of relevant sources of information and appropriate techniques for appraising, evaluating investment opportunities.</p>	<p>Experience of working with different funding streams including UK national and European (e.g ERDF, ESF etc.)</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>Experience of supporting capital and revenue projects.</p>	Application and interview

	<p>Fully IT literate with experience of working with Microsoft Office applications (Word, Excel, Outlook).</p> <p>Experience of procuring and leading third party consultants to deliver required projects within a defined budget and timeframe.</p>		
Skills	<p>Ability to manage complex projects and programmes in a partnership setting with tight deadlines.</p> <p>Ability to manage 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>	Application and Interview
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>		Interview

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.