



TEES VALLEY
COMBINED
AUTHORITY

TEES VALLEY MAYOR

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.

Rural Community Energy Fund Programme Manager

Vacancy ID: 010395

Salary: £16,116.50 - £17,614.50 Annually

Closing Date: 22/09/2019

Benefits & Grade

Grade L

Full time salary: £32,233.00 - £35,229.00 Annually

Contract Details

Fixed Term for 2 years

Contract Hours

18.5 hours per week

Job Description

Tees Valley is where five distinct boroughs come together to make one exceptional destination in which to invest, live, work and visit.

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.

These powers are backed up by substantial funding, a ten-year plan (approved in 2019) outlines how £588million worth of spending will support the creation of 16,785 jobs and an additional £1.48billion to the area's economic output.

The investment plan, which supports the delivery of the Combined Authority's Strategic Economic Plan was first launched in 2017 and includes £20million for a major transformational project in each of the five local authority boroughs, and an indigenous Growth Fund of £50million to improve and revitalise towns and communities.

We're proud of our historical impact across the globe – from celebrated explorers and introducing the first passenger railway to providing the steel that built the modern world.

That legacy lives on today in the area's rail and engineering industries, our deep-sea port and advanced manufacturing heart. Tees Valley is also a dynamic business location for digital and creative technologies, and a leading destination for process industry and new energy companies.

We love our diverse region, the five boroughs and their unique strengths that make Tees Valley greater than the sum of its parts, where the industrial skyline impressively frames rolling green landscapes and beautiful coastlines. A place of cultural and economic growth.

An exciting opportunity has arisen for a 0.5FTE Programme Manager to join Tees Valley Combined Authority. This role will manage the Rural Community Energy Fund (RCEF) on behalf of Tees Valley Combined Authority.

Key responsibilities include managing the day to day governance of the RCEF. This includes but is not limited to ensuring compliance with the Tees Valley Combined Authority Assurance

Framework, working with Project Officers and partner organisations to appraise grant applications, establish funding agreements and monitor grant awards under the RCEF. The role will also involve representing the RCEF to external stakeholders for example through communication events.

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

For more information, visit www.teesvalley-ca.gov.uk/about/work-with-us/

For a further informal discussion, please contact Sarah Tennison, Innovation & Technology Manager, on 01642 524440, Monday - Wednesday.

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



TEES VALLEY MAYOR

TEES VALLEY COMBINED AUTHORITY

JOB DESCRIPTION

Post Title: Rural Community Energy Fund Programme Manager
Post Reference: POS007061
Grade: Grade L
Responsible to: Innovation and Technology Manager

Job Purpose

As a forward thinking Mayoral Combined Authority, Tees Valley Combined Authority is the Accountable Body for the North East Yorkshire and Humber Energy Hub and the Rural Community Energy Fund (RCEF) for the North East, Yorkshire and Humber region. The RCEF provides grant funding to rural community groups to help them identify and develop low carbon community energy projects.

This role will manage the Rural Community Energy Fund RCEF on behalf of Tees Valley Combined Authority.

Key responsibilities include managing the day to day governance of the RCEF. This includes but is not limited to ensuring compliance with the Tees Valley Combined Authority Assurance Framework, working with Project Officers and partner organisations to appraise grant applications, establish funding agreements and monitor grant awards under the RCEF. The role will also involve representing the RCEF to external stakeholders for example through communication events.

This post will work closely with the Innovation and Technology Manager and the North East Yorkshire and Humber Energy Hub Programme Manager. The requirements of the role may 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. Lead and manage the governance of the Rural Community Energy Fund according to the Tees Valley Combined Authority Assurance Framework.
2. Develop and lead good working relationships with partner organisations, government and a range of organisations, using advocacy skills to assist in the development and delivery of the RCEF.
3. Design and implement effective monitoring and accounting systems, ensuring compatibility with funding organisations requirements
4. Design, implement, collate and manage all information from partners to analyse and report on programme performance using a range of electronic systems
5. Manage the process for the receipt and appraisal of grant applications to the RCEF ensuring compliance with the Assurance Framework at all times.

6. Strategically manage communications and engagement between TVCA and partners to raise awareness of RCEF. This includes maintaining the website, representing RCEF to external stakeholders at communication events, and identifying further opportunities to promote the RCEF.
7. Manage the development and implementation of suitable governance and programme management arrangements.
8. Manage the appraisal and due diligence of grant applications, make recommendations and produce monitoring and management reports to ensure the following:
 - Grant applications provide the maximum impact from the RCEF available to the North East, Yorkshire and Humber; and
 - Clear audit trails are in place for all decisions made in relation to the RCEF grant scheme from concept through to closure.
 - Key Performance Indicators are met
9. Lead on gathering and processing detailed evidence from the RCEF Project Officers 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 grant applications
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. Work closely with the Strategic Investment Team and Finance colleagues to maintain financial forecasts and reporting for the RCEF
14. Manage the claims, monitoring and evaluation of projects, ensuring rigorous tracking procedures are in place to monitor, review, and forecast performance against targets
15. Develop and maintain a Strategic Risk Register for the RCEF programme and projects in delivery.
16. Develop and maintain appropriate systems, policies and procedures and share good practise within the team and more widely to ensure consistency in approach, and put in place necessary procedures to ensure business continuity at all times
17. Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
18. Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act.
19. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
20. 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.
21. To ensure that all clients both internal and external, receive a consistently high quality level of service.



TEES VALLEY MAYOR

**TEES VALLEY COMBINED AUTHORITY
PERSON SPECIFICATION**

Post Title: Rural Community Energy Fund Programme Manager
Post Ref: POS007061

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
Qualifications and Education	Educated to Graduate level or an equivalent level of work related experience.		Application form
Experience and knowledge	<p>Experience of liaising with partners on grant applications or investment proposals including business case development.</p> <p>Knowledge of appropriate techniques for appraising and evaluating.</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.</p> <p>Wide-ranging knowledge of relevant sources of information and appropriate techniques for appraising, evaluating grant applications</p> <p>Fully IT literate with experience of working with Microsoft Office applications (Word, Excel, Outlook).</p> <p>Experience recording, evidence keeping and submission of claims and financial information to meet requirements</p>	<p>Experience of working with different funding streams including UK national and European (e.g ERDF, ESF etc.)</p> <p>Knowledge of the energy sector</p> <p>Experience in working with the community sector</p> <p>Experience of procuring and leading third party consultants to deliver required projects within a defined budget and timeframe.</p>	Application and interview

	Experience setting up and operating programme management support systems		
Skills	<p>Ability to manage 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 detailed programme information</p> <p>Excellent report writing skills.</p> <p>Ability to represent the organisation in a professional manner. Excellent communication skills with the ability to present orally and in writing with a range of people, particularly public and private organisations.</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

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.