



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.

Project Development Manager

Vacancy ID: 010435

Salary: £45,591 - £47,852 Annually

Closing Date: 22/09/2019

Benefits & Grade

Grade P

Contract Details

Permanent

Contract Hours

37 hours per week

Interview Date

04/10/2019

Job Description

The Tees Valley covers five local authorities – Darlington, Hartlepool, Middlesbrough, Stockton and Redcar & Cleveland – with a combined population of 660,000.

This is an exciting opportunity to join one of the first Mayoral Combined Authorities at the forefront of northern growth and a flagship for successful devolution with ambition to create 25,000 jobs and £2.8bn extra growth in Tees Valley. As a forward thinking Mayoral Combined Authority, our ten year Investment Plan 2019-29 stands at £588.2 million for new investment opportunities with the potential for further funding.

We are looking for a suitably experienced and highly motivated individual to work in our Commercial & Delivery Directorate, with key external partners and internal teams to shape and develop significant projects through to business case and beyond, including working collaboratively with organisations bidding to the Authority for funding for major projects.

You should be highly organised with strong team working and communication skills and preferably have experience of developing, negotiating and delivering commercial projects.

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 Alison Fellows, Commercial & Delivery Director on 01642 527096 or alison.fellows@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



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JOB DESCRIPTION

Post Title: Project Development Manager
Post Reference: POS007198
Grade: P
Duration: Permanent
Responsible to: Commercial & Delivery Director

Job Purpose

As a forward thinking Mayoral Combined Authority, our ten year Investment Plan 2019-29 stands at £588.2 million for new investment opportunities with the potential for further funding.

This role is focused on:-

- working collaboratively with partner organisations and other funding applicants to develop projects coming forward for consideration for inclusion in the Investment Plan;
- leading on working with those organisations to ensure that business cases for project and programme funding are in compliance with the Authority's Assurance Framework, and are robust and meet the criteria for approval; and
- working with those organisations to ensure and support the effective delivery of those projects and programmes after business case approval.

The post holder will work collaboratively with teams across the Combined Authority but particularly with the Strategy & Investment Directorate to develop specific programmes and projects under the Investment Plan.

Duties & Responsibilities

Managing Relationships

1. Act as the point of contact for and develop good working relationships with partners and a range of other organisations relevant to the delivery of projects and programmes within the TVCA Investment Plan.
2. Lead on working collaboratively with partner organisations on projects coming forward for TVCA investment and support, and assist those partners in the development, evaluation, approval and delivery of those projects, with a strong emphasis on facilitation through partnership working, with constructive challenge where necessary.
3. Likewise lead on working collaboratively with internal Authority teams in relations to the development and approval of internal projects and programmes.

4. Prioritise activity in relation to individual work planning, the requirements of the portfolio and the activities of the team.

Planning

1. Plan the team's workload so it can be delivered effectively.
2. Seek out, and have full regard for, local, regional, national and international issues and developments affecting the Tees Valley Investment Plan, including opportunities for investment.

Investment

1. Where a programme or project is proposed for investment, lead on working with the applicant, other organisations and internal teams as required to develop that programme or project and in particular collaborate on bringing forward a high-quality business case for that programme or project that:-
 - fully reflects the proposals for the project or programme;
 - meets the requirements of the Authority's Assurance Framework;
 - maximises the value for money for the Authority's investment, including through leverage of other funding and/or commercial delivery arrangements as appropriate;
 - is robust and will give the project the best chance of being delivered successfully; and
 - captures fully the required outputs and outcomes and how these will be measured in delivery.
2. Provide information to and work with the Investment Planning Manager to assist with the formal evaluation and approval of projects and programmes under the Authority's specified processes, and otherwise as required.

Personal Caseload

1. Provide active support to partners and other stakeholders in the effective and efficient development, delivery and management of programmes and projects within the TVCA Investment Plan.
2. Attend external and internal programme and project boards and management or other groups as required.
3. Report to and advise the TVCA Management Group and other groups as required on programme and project business cases that have been produced for evaluation and approval.
4. Manage allocated staff members as required.
5. Deputise for the Commercial and Delivery Director as required.
6. Represent the Tees Valley locally and at the National level as required.
7. Assist in the training and development of staff and have responsibility for their appraisal, and to undertake such personal training as may be deemed necessary.

General

Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act.

Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.

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.

Take reasonable care of your own health & safety and co-operate with management, so far as is necessary, to enable compliance with the authorities' health and safety rules and legislative requirements



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PERSON SPECIFICATION

Project Development Manager
Post No. POS007198

| Qualifications and Experience | | | |
|-------------------------------------|---|--|---------------------------|
| Criteria | Essential | Desirable | Method of Assessment |
| Qualifications and Education | <p>Degree or equivalent in a relevant field</p> <p>Evidence of Continuous Professional Development</p> | | Application |
| Experience and knowledge | <p>Experience of Investment Planning for large scale, multi activity / multiple sources of funding programmes, including the development of Investment Plans and the assurance processes required to underpin the Plans</p> <p>Programme and project budget management and reporting experience</p> <p>Experience of delivering against fixed deadlines, including planned outputs and outcomes</p> <p>Experience of preparing and submitting funding bids, including business cases</p> <p>Experience of appraising business cases</p> <p>Proven experience in the development and management of effective partnerships with key stakeholders</p> <p>Experience of leading a small team</p> <p>Knowledge of Government and stakeholder bodies and the current issues related to the role</p> | <p>Experience of Investment Planning in a multi-disciplinary economic and regeneration environment</p> <p>Experience in the areas of economic development and regeneration</p> | Application and Interview |

| | | | |
|----------------------------|--|--|----------------------------------|
| Skills | <p>Demonstrable programme management skills</p> <p>Ability to prepare and present well both in writing and visually</p> <p>Ability to work sensitively with a range of key stakeholders, internally and externally</p> <p>Ability to influence key players at local, regional and national level</p> <p>Ability to attend and present at board and committee meetings</p> <p>Long and short term planning skills and ability to set targets and monitor delivery against plans</p> | | <p>Application and Interview</p> |
| Personal Attributes | <p>Highly motivated, enthusiastic and focussed</p> <p>Resilient and highly organised with experience of competing deadlines/priorities and multi-tasking</p> <p>Strong team working</p> <p>Strong communication skills</p> <p>Excellent relationship management skills</p> | | <p>Interview</p> |

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.