



## 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.

## **Governance and Administration Manager**

### **Vacancy ID: 010439**

Salary: £36,876.00 - £38,813.00 Annually

Closing Date: 29/09/2019

### **Benefits & Grade**

Grade M

### **Contract Details**

Temporary, maternity leave cover for approximately 9 months

### **Contract Hours**

37 hours per week

### **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.

We are looking for a highly organised individual to be responsible for ensuring effective implementation of the Combined Authority's governance arrangements and for leading the administration and front of house reception service.

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](http://www.teesvalley-ca.gov.uk/jobs)

For a further informal discussion, please contact Laura Metcalfe, Governance & Administration Manager on 01642 524451 or [laura.metcalfe@teesvalley-ca.gov.uk](mailto:laura.metcalfe@teesvalley-ca.gov.uk)

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)



## **TEES VALLEY COMBINED AUTHORITY**

### **JOB DESCRIPTION**

**Post Title:** Governance and Administration Manager

**Post Reference:** TVCAC 93

**Grade:** M

**Responsible to:** Head of Legal Services

#### **Job Purpose**

To be responsible for the governance and administration arrangements for the Tees Valley Combined Authority.

This post is politically restricted in accordance with the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009.

#### **Duties & Responsibilities**

1. Lead the governance arrangements for the Combined Authority, ensuring compliance with the Constitution, strong engagement, transparency and effective scrutiny.
2. Lead any appropriate review of the Constitution, alongside the Monitoring Officer, ensuring alignment with legislation.
3. Manage the Cabinet and other associated meetings in accordance with effective governance arrangements.
4. Advise Cabinet members on governance matters, ensuring compliance with the Constitution.
5. Lead the support for the TVCA Overview and Scrutiny Committee, overseeing the delivery of scrutiny reviews including writing and presenting reports, as appropriate.
6. Advise the senior leadership team on governance and scrutiny matters.
7. Develop and maintain strong working relationships with all partners.
8. Represent the Tees Valley at regional and national events, as required.
9. Work in partnership with the Tees Valley Local Authorities on governance and scrutiny matters.
10. Lead the effective implementation of administration support for the Combined Authority.
11. Ensure the provision of an effective and professional Personal Assistant service to the senior leadership team.
12. Deputise for the Head of Legal Services and/or the Director of Finances and Resources as appropriate.

13. Manage and supervise any staff allocated.
14. 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. 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.



## TEES VALLEY COMBINED AUTHORITY

### PERSON SPECIFICATION

#### Post Title: Governance and Administration Manager

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
<b>Qualifications and Education</b>	Degree or equivalent relevant professional qualification or a demonstrable level of experience in a similar role.		Application/ Certificates
<b>Knowledge &amp; Experience</b>	<p>A demonstrable track record in leading, managing and formulation of policies, practices and procedures for governance arrangements for a large organisation</p> <p>A track record of establishing successful working relationships, both internal and with partners</p> <p>A successful record of planning, prioritising and producing work to a high standard.</p> <p>A demonstrable record of report writing and making presentations at Board level.</p> <p>Experience of working in a political environment.</p> <p>Experience of team management.</p> <p>Knowledge of national legislation, policies and developments.</p>		Application & Interview
<b>Skills</b>	<p>Ability to develop, analyse and implement strategies.</p> <p>Ability to work successfully with a wide range of people.</p> <p>Ability to lead and effectively</p>		Application & Interview

	<p>manage the governance process, with the political acumen and skills to develop productive working relationships with Tees Valley Combined Authority members.</p> <p>Ability to propose, develop and implement effective strategies in pursuit of agreed goals and to make clear, informed appropriate and timely decisions.</p> <p>Highly developed presentation skills that are persuasive and influential on others.</p> <p>Excellent interpersonal and communications skills</p>		
<b>Personal Attributes</b>	<p>High levels of energy, stamina and resilience.</p> <p>A high degree of integrity.</p> <p>A high drive for achievement.</p> <p>A high degree of awareness of the need of customers, partners and other stakeholders.</p>		Application & 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.