



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.

Governance Support Officer

Vacancy ID: 010494

Salary: £24,799 to £26,317 Annually

Closing Date: 13/10/2019

Benefits & Grade

Grade I

Contract Details

Permanent

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. 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 an experienced administrator to assist with the governance procedures for the Combined Authority. The main duties of the post will be to provide administrative and secretariat support to a range of governance groups and Committees. You should be highly organised with strong team working and communication skills.

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 Julie Prior, Legal, Procurement and Governance Manager on 01642 524434 or julie.prior@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

TEES VALLEY COMBINED AUTHORITY**JOB DESCRIPTION**

Job Title: Governance Support Officer
Post Reference: POS007252
Grade: I
Responsible to: Governance and Administration Manager

Job Purpose

To ensure the effective and efficient provision of governance arrangements for the Combined Authority.

1. Assist and provide administrative support to the Cabinet, Committee's and other associated meetings for the Combined Authority in line with governance procedures and arrangements.
2. Undertake all appropriate tasks associated with the servicing of meetings.
3. Assist with the production of an annual schedule of meetings for Cabinet, Committee's and other associated meetings, including pre-agenda meetings, as required.
4. Ensure the production, maintenance and publication of a Register of Member's interests in line with governance procedures.
5. Provide procedural advice to Members, Officers and the public in line with and associated governance procedures.
6. Maintain a working knowledge and experience of the application of the constitution in relation to the practice of meetings and associated procedural and governance requirements.
7. Ensure compliance with statutory deadlines relating to the production of agendas and minutes.
8. Assist with the ongoing maintenance and publication of the Forward Plan.
9. Assist with the maintenance of any governance related sections on the Combined Authority's website.
10. Ensure appropriate use of any systems in respect of Committee Management to ensure transparency and openness.
11. Assist with the appointments process to the Combined Authority's Cabinet, Committee's and Groups as required.
12. Provide cover for meetings in the absence of other team members.
13. Attend meetings outside of normal working hours, where required.
14. Undertake such personal training as may be deemed necessary to undertake the duties and responsibilities of the post.
15. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
16. Take reasonable care of your own health and 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.

**TEES VALLEY COMBINED AUTHORITY
PERSON SPECIFICATION**

Qualifications and Experience			
Criteria	Essential	Desirable	Method Assessment
Qualifications and Education	5 GCSEs A-C Grade including maths and English		Application
Knowledge and Experience	<p>Experience of servicing Committee's and other meetings</p> <p>Experience of organising a range of administrative activities</p> <p>Working with a broad range of partners</p>	<p>Providing advice to Members and Officers in relation to constitutional/procedural issues</p> <p>Knowledge of local government procedures</p>	Application and Interview
Skills	<p>Excellent communication skills</p> <p>Excellent IT skills (Microsoft suite of products – word, excel etc)</p> <p>Ability to work within a political environment and demonstrate political awareness and sensitivity</p> <p>Ability to prioritise own workload and work to tight deadlines</p> <p>Ability to communicate orally and in writing with a wide range of people</p> <p>Ability to work on their own initiative</p>		Application and Interview
Personal Attributes	<p>An enthusiastic and positive person</p> <p>A self-motivated team player, committed to achieving joint objectives</p> <p>Highly organised and self-disciplined</p>		Application and 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.