



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.

Management Information & Business Intelligence Manager

Vacancy ID: 010641

Salary: £42,683 - £44,632 Annually

Closing Date: 24/11/2019

Benefits & Grade

Grade O

Contract Details

Permanent

Contract Hours

37 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.

This role is an exciting opportunity to join the Finance and Resources Directorate of the Combined Authority. Following a recent restructure this position is a key delivery role playing a pivotal part of the organisations management information and business intelligence development.

The role will be supported by an internal team of resources supporting you in the development of the Authority's information systems working alongside specialist software provider support and super users across the organisation. You will help support and shape solutions that provide

valuable business intelligence supporting key decision making in support of the Authority's Investment Plan.

For detailed information on this role, please refer to the Job Description and Person Specification. You can also visit <https://teesvalley-ca.gov.uk/about/work-with-us/>

For a further informal discussion, please contact Gary MacDonald, Director of Finance & Resources, on 01642 527707.

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: Management Information & Business Intelligence Manager

Post Reference: POS008297

Grade: O

Responsible to: Director of Finance & Resources

Contract: Permanent

Job Purpose

This role is an exciting opportunity to join the Finance and Resources Directorate of the Combined Authority. Following a recent restructure this position is a key delivery role playing a pivotal part of the organisations management information and business intelligence development.

The role will be supported by an internal team of resources supporting you in the development of the Authority's information systems working alongside specialist software provider support and super users across the organisation. You will help support and shape solutions that provide valuable business intelligence supporting key decision making in support of the Authority's Investment Plan.

Duties and Responsibilities

As Management Information & Business Intelligence Manager you will be responsible for:

- Initial data analysis for monthly management reporting, ensuring consistent, robust and reliable data is provided to the Directorate teams to enable monthly monitoring of Investment Plan delivery progress and to support decision making.
- Supporting the development of integrated information systems to reduce the cost and complexity of managing data required from multiple systems, to support decision making, across the organisation.
- Ensuring systems are efficient, effective and responsive to the evolving nature of the role of the business
- Developing appropriate decision support tools for use across the Finance & Resources Directorate
- Supporting all corporate finance systems

- Contributing to the development of all systems supporting the Management Information & Business Intelligence Steering Group

You will also be responsible for ensuring that reporting requirements are reviewed, re-designed where necessary and delivered meeting the needs of all Directorates within the Authority and, where applicable, for external stakeholder purposes as part of end-to-end reporting of all funding and associated activity.



TEES VALLEY MAYOR

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PERSON SPECIFICATION

Post Title: Management Information & Business Intelligence Manager

Post Ref: POS008297

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
Qualifications and Education	Educated to degree level in relevant area, or equivalent experience.	I.T and/or Information Management Qualification.	Application
Experience and knowledge	<p>Knowledge of data structures, database design, implementation and maintenance.</p> <p>Experience of providing technical expertise on data storage structures, data mining and data cleansing.</p> <p>Experience of analysing and reporting on complex skills information.</p> <p>Considerable knowledge and experience in using a range of Microsoft software including Excel and Access.</p> <p>Experience of presenting information in a variety of ways including excellent report writing skills.</p> <p>Knowledge of relevant sources of information and appropriate techniques for its evaluation, and analysis.</p> <p>Experience in data management and ability to analyse complex data sets.</p> <p>Experience of working and liaising with senior partners, along with regional and national agencies.</p>	<p>Experience of programming languages such as SQL, Python, C/C++.</p> <p>Experience of negotiating, writing, advising on and implementing information sharing protocols, where relevant.</p> <p>Knowledge of relevant strategies and organisations.</p> <p>Experience of assessing tests and implementing new or upgraded software.</p>	Application and Interview

Skills	<p>Ability to manage intelligence projects.</p> <p>Ability to lead meetings relevant to all aspects of the work.</p> <p>Ability to initiate and develop the work and generate new ideas within the environment of the post.</p> <p>Ability to Convey complex information clearly and concisely.</p> <p>Ability to prioritise work and to meet deadlines.</p> <p>High level of written and verbal communication skills.</p>	<p>Ability to manage sensitive and confidential information and knowledge of data protection, data security and data protocols.</p>	Application and Interview
Personal Attributes	<p>Ability to act with pace to deliver high standards on time.</p> <p>Ability to come to conclusions based on findings.</p> <p>Organised, adaptable and responsive to change.</p> <p>Ability to benefit from training relevant to the post.</p> <p>Ability to think widely and deal logically with problems.</p> <p>Ability to communicate with clients from various backgrounds.</p> <p>Enthusiastic, well-motivated and uses initiative in the work.</p> <p>Good team player.</p> <p>Make timely decisions with short-term impact and support others to make decisions.</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.