



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](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.

## **Business Skills Manager**

**Vacancy ID: 010645**

Salary: £45,591 - £47,852 Annually

Closing Date: 17/11/2019

### **Benefits & Grade**

Grade P

### **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.

Tees Valley Combined Authority is responsible for overseeing around £½ billion in investment funds, with more to come through new devolution deals. In May 2017, the residents of the Tees Valley elected Ben Houchen as Mayor for the Tees Valley, and Chair of the Combined Authority.

The first Devolution Deal agreed with Central Government included a Skills commitment to devolve the Adult Education Budget to the Combined Authority, this was achieved on 1<sup>st</sup> August 2019. The Combined Authority will utilise this devolution arrangement to improve the skills system to ensure businesses can access a suitably skilled and available workforce.

The Authority incorporates the highly successful Tees Valley Local Enterprise Partnership and sustains strong links with the local business community and other partners. Together, we aim to create 25,000 jobs and £2.8bn extra growth by 2026.

This role will work with businesses and priority sectors to determine their skills needs and develop significant and innovative new skills projects to address this demand.

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 Shona Duncan, Head of Education, Employment and Skills on 07881 617889 or at [shona.duncan@teesvalley-ca.gov.uk](mailto:shona.duncan@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)



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### JOB DESCRIPTION

**Post Title:** Business Skills Manager  
**Post Reference:** POS006459  
**Grade:** P  
**Duration:** Permanent  
**Responsible to:** Head of Education, Employment and Skills

#### 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 incorporates a significant commitment and investment in skills, including implementing the devolution of the Adult Education Budget for Tees Valley valued at around £29m p.a.

The role is focused on:

- Identifying, developing and managing new innovative projects that support the related strategies within the Education, Employment and Skills area;
- working with businesses to determine business demand for skills
- Influencing the skills system to address this demand and deliver industry standard training; and
- Identifying appropriate national policy and funding opportunities that directly increase economic growth in the Tees Valley.

#### Duties & Responsibilities

##### Identifying Business Demand for Skills

1. To provide operational leadership in determining the priorities for the Combined Authority for defining and addressing the current and future Business skills needs.
2. Work with both the wider Business Teams; and directly with businesses to support them to define their current and future skills needs, including identifying appropriate support for businesses to undertake workforce planning.

##### Personal caseload

3. To lead on the research and analysis required to identify new national and international opportunities for appropriate projects to be developed.
4. Take the lead in engaging a wide range of partners and key senior stakeholders to support the development of new projects and existing programmes of activity. This includes providing regular related policy information, implementation plan progress, associated risks, challenges and underperformance when appropriate.

5. Report to and advise the Combined Authorities Education, Employment and Skills Partnership Board and its related workstreams, including providing support to Education, Employment and Skills managers to direct the workstreams workplans.
6. Provide appropriate team management for relevant team members across the Business and Skills team. This will include general workload management, performance monitoring, personal support and Human Resource activity.
7. Deputise for the Head of Education, Employment and Skills when appropriate.
8. Manage associated budgets and costs in line with the Combined Authorities agreed procedures.
9. Represent the Tees Valley locally and at the National level as required.

### **Identifying Funding opportunities**

10. To provide active support and expert advice on the current, emerging and potential funding streams for this area of work, this could include multi-million-pound projects.
11. Lead on securing the appropriate funding and investment. This could include identifying and leading on significant funding applications to secure funding for Tees Valley and then leading delivery via a wide range of partners, procuring additional providers and advising on appropriate performance management processes.
12. Identify and provide professional policy advice and assistance on related policy, practices, and related funding streams. This will include working directly with national, regional and internal policy experts, including Government departments to interpret, influence and respond to national policy.

### **General**

13. Work closely and advise wider TVCA teams to ensure the Education, Employment and Skills requirements are understood and delivered upon in a timely and appropriate manner and monitored as required.
14. Assist the wider teams in the Combined Authority to support and inform the Education, Employment and Skills agenda.
15. Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act.
16. To 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.
17. Assist in the training and development of staff and undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
18. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.



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### PERSON SPECIFICATION

**Post Title: Business Skills Manager**

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
<b>Qualifications and Education</b>	<p>Educated to degree level or equivalent in a directly relevant subject area or equivalent level of knowledge gained from substantial demonstrable work related experience</p> <p>Evidence of Continuous Professional Development</p>		Application
<b>Experience and knowledge</b>	<p>Experience of engaging businesses within relevant key sectors.</p> <p>Experience of identifying innovative opportunities for project development in a complex area of work.</p> <p>Extensive experience of developing, managing employment or skills projects in a similar role.</p> <p>Significant experience of working within the public funded sector in a similar area of work.</p> <p>Knowledge of the Employment and Skills devolution proposals and agreements with Combined Authorities</p> <p>Experience of the structure and workings of a large organisation.</p>	<p>Direct management of employment and skills projects within a public sector environment.</p> <p>Experience of working within Government departments</p> <p>Direct knowledge of the anticipated changes in national policy related to the Education, Employment and Skills agenda</p>	Application and interview

	<p>Experience of working with large partnerships and multiple stakeholders.</p> <p>Experience of identifying a wide range and complex funding opportunities, securing related funding and managing resultant projects.</p> <p>Experience of working with national, regional and local policy makers.</p> <p>Experience of working with government departments or their agencies</p> <p>Extensive knowledge of the Employment, Skills and Education agendas</p>		
<b>Skills</b>	<p>An accomplished communicator, both formally and informally at all levels within and outside the organisation.</p> <p>High level of problem-solving ability.</p> <p>Excellent ability in written English.</p> <p>Ability to understand, analyse and distil a clear message from complex data and research.</p> <p>Ability to appreciate different points of view and potentially varying interpretations of information and situations.</p> <p>High degree of negotiating skills to produce agreed priorities for a wide range of stakeholders.</p> <p>High level of political awareness and sensitivity.</p> <p>Ability to work to tight and often conflicting deadlines.</p> <p>Ability to think creatively and take initiative.</p>		Application and interview

<b>Personal Attributes</b>	<p>Strong Commitment to the public service.</p> <p>A high degree of integrity.</p> <p>Calm and able to work sensitively with difficult situations.</p> <p>Uses political judgement and sensitivity.</p> <p>Strong interpersonal and networking style.</p> <p>Committed to acting corporately and collaboratively.</p> <p>High-level of drive and motivation to achieve.</p> <p>Outcome and achievement focussed.</p> <p>Committed to equality of opportunity in employment and service delivery.</p> <p>Committed to continuous improvement.</p>		Application and interview
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## **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.