



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.

Investment Planning Officer

Vacancy ID: 010668

Salary: £26,999.00 - £29,636.00 Annually

Closing Date: 08/12/2019

Benefits & Grade

Grade J

Contract Details

Permanent

Contract Hours

37 hours per week

Interview Date

20/12/2019

Job Description

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 the ambition to create 25,000 jobs and an extra £2.8bn of growth in Tees Valley. As a forward thinking Mayoral Combined Authority, we are looking for equally forward thinking professionals to join our team.

Our ten year Investment Plan stands at £588.2 million, with the potential for further funding to help deliver exciting transformative projects. We are looking for a suitably experienced and highly motivated individual to assist with the development, delivery, monitoring, appraisal and review of our plans.

Applicants should be highly organised with strong team working and communication skills. Experience of working within an economic development environment is preferred, whilst successful applicants will be able to demonstrate a good understanding of project and programme assurance.

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

To have an informal discussion on the role please contact Jonathan Bailes, Investment Planning Manager on 01642 524423 or jonathan.bailes@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 MAYOR

TEES VALLEY COMBINED AUTHORITY

JOB DESCRIPTION

Post Title: Investment Planning Officer
Post Reference: POS007246
Grade: Grade J
Responsible to: Investment Planning Manager

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 assisting the Investment Planning Manager with the development, delivery, monitoring and review of the TVCA Investment Plan, the development and review of the Assurance Framework, developing our approaches to new funding opportunities including the replacement funds for European funding, and any external funding bids to support the delivery of the Tees Valley Strategic Economic Plan and the Tees Valley Industrial Strategy.

The post holder will work collaboratively with teams across the Combined Authority but particularly with the Commercial and Delivery Directorate to assist to develop, monitor and review a detailed programme of spend and activity under the Investment Plan. Having defined the detailed programme the role will ensure that programmes and projects follow the required Assurance Framework route and that the necessary processes are followed in a timely manner to ensure that activity can get underway as efficiently as possible.

DUTIES & RESPONSIBILITIES

1. Assist with the preparation of the annual review of the Tees Valley Investment Plan 2019-29 and to meet Government's requirements for reporting on the management of any Government funds that are accessed in support of the Investment Plan.
2. Assist with the development and implementation of the Tees Valley Assurance Framework collaborating with Combined Authority colleagues and partners to ensure that the processes required to fulfil the Framework are understood, planned for and adhered to.
3. Develop good working relationships with partner organisations, funding bodies and a range of organisations, which can assist in the development and delivery of the TVCA Investment Plan.
4. Work collaboratively within TVCA, coordinating inputs from legal, finance, economic and policy leads, to appraise programmes and projects and to ensure that appropriate monitoring and evaluation is undertaken to inform the ongoing implementation and review of the Investment Plan, the Strategic Economic Plan and the Industrial Strategy implementation.
5. Assist to with the performance and financial monitoring of the overall Tees Valley Investment Plan and individual programmes within it, identify areas of underperformance and make recommendations regarding remedial action: bringing forward projects, delaying projects, or virement between funding streams.

6. Work with the Finance and Resources Directorate to compile performance reports for funding partners and for performance reporting within the Combined Authority.
7. Coordinate TVCA external bid submissions and where required, assist with the development of bids for funding to support the Investment Plan.
8. Deputise for the Investment Planning Manager, as appropriate.
9. 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 health and safety rules and legislative requirements.
10. To work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
11. To ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act.
12. To 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 MAYOR

**TEES VALLEY COMBINED AUTHORITY
PERSON SPECIFICATION**

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
Qualifications and Education	Educated to Graduate level and/or an equivalent level of demonstrable direct work-related experience.		Application form
Experience and knowledge	<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 working with different funding streams including UK national and European (e.g ERDF, ESF etc.)</p> <p>Knowledge of Government and stakeholder bodies and the current issues related to the role</p> <p>Experience of working within economic development.</p> <p>Knowledge of the Tees Valley economy and labour markets including economic drivers, opportunities and threats.</p>	Application and interview
Skills	<p>Programme management skills</p> <p>Ability to prepare and present well both in writing and visually</p> <p>Ability to work with a range of key stakeholders, internally and externally</p>		Application and Interview

Personal Attributes	Highly motivated, enthusiastic and focussed Resilient and highly organised with experience of competing deadlines/priorities and multi-tasking Strong team working Strong communication skills		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.