



## APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

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.

## **Project Co-ordinator (Warm Homes)**

**Vacancy ID: 010680**

Salary: £26,999 - £29,636 Annually

Closing Date: 08-12-2019

### **Benefits & Grade**

Grade J

### **Contract Details**

Temporary until February 2022

### **Contract Hours**

37 hours per week

### **Interview Date**

07-01-2020

### **Job Description**

An exciting opportunity has arisen for someone looking to develop their own skills and gain experience of managing a large scale project and working with a range of key partner organisations.

Stockton-on-Tees Borough Council is bidding to Round 4 of the national 'Warm Homes Fund' which will bring first time gas central heating and renewable technologies to fuel poor households who are currently 'off gas'.

The project, developed on behalf of a consortium including the other Tees Valley Authorities, aims to improve 1,200 domestic dwellings within 3 years, and Stockton-on-Tees Borough Council is the lead partner.

The post will be based in Stockton although the postholder will be expected to attend meetings at other venues throughout the consortium area when required.


An online application form and further information is available from [www.stockton.gov.uk/jobs](http://www.stockton.gov.uk/jobs).

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Paul Taylor, Principal Environmental Officer, on 01642 526596.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>
<b>Directorate: Economic Growth and Development</b>		<b>Service Area: Strategic Development</b>
<b>JOB TITLE: Project Co-ordinator (Warm Homes)</b>		
<b>GRADE: J</b>		
<b>REPORTING TO: Principal Environment Officer</b>		
<b>1.</b>	<p><b>JOB SUMMARY:</b> The role will co-ordinate the delivery of a £6m 'Warm Homes Fund' scheme across all 5 Borough's of the Tees Valley, led by Stockton-on-Tees Borough Council, a project that will deliver gas connections, first time central heating systems, Air Source Heat Pumps and a number of energy efficient measures to approximately 1,200 households across Stockton-on-Tees, Darlington, Hartlepool, Middlesbrough and Redcar and Cleveland.</p> <p>The post will co-ordinate all aspects of the scheme including project management, finance, administration and customer contact, and work closely with installers, third sector organisations, Registered Social Landlords and other partner organisations.</p> <p>The successful candidate will specifically target private sector landlords who have not met the recent Minimum Energy Efficiency Standards, and provide support to get fuel poor private sector tenants and home owners out of fuel poverty.</p> <p>Applicants should have an awareness of the needs of vulnerable and fuel poor households, and have good people, project and financial management skills.</p>	
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>	
	1.	Co-ordinate the delivery of the Tees Valley Warm Homes Fund Round 3 scheme to deliver first time central heating systems to fuel poor households and associated activities.
	2.	Ensure the programme is achieving its aims, objectives, outcomes and targets to an agreed timetable and on budget as set out in the schemes Funding Agreement.
	3.	Update and monitor capital and revenue budgets to ensure scheme delivery in accordance with funding agreement, monitor all project spend including quotes, orders, and invoices, and produce monthly financial management reports for stakeholders
	4.	Monitor, and report monthly, the balance of installations delivered with particular emphasis on maximising the potential ECO (Energy Company Obligation) match funding contributions to works.

	5.	Provide quarterly monitoring reports of scheme delivery and budgeting to Affordable Warmth Solutions (the Funder), line manager and Executive Programme Board.
	6	Produce monthly monitoring reports of scheme delivery, including reports, to all project partners.
	7	Provide the key point of contact between households, the Contact Centre and contractors / delivery partners in managing appointments, access to individual properties for installations and scheme delivery.
	8	Liaise with all appointed installers and partners in planning and providing gas connections / heat pumps, central heating systems and energy advice.
	9	Co-ordinate and deliver the marketing of the scheme to target eligible households.
	10	Administration of all 'Energy Company Obligation (ECO) Flex' declarations, Statements of Intent (Sol), and household eligibility.
	11	Administration of the Renewable Heat Incentive (RHI) applications for those households having an Air Source Heat Pump (ASHP) installed to secure the associated income to the project.

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

**Job Description dated      12 September 2019**



## PERSON SPECIFICATION

Job Title/Grade	Project Co-ordinator (Warm Homes)	GRADE: J
Directorate / Service Area	Economic Growth and Development	Strategic Development
Post Ref:	POS006930	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	Educated to Level 4 in Business Administration <i>or</i> equivalent substantial demonstrable level of knowledge gained through directly relevant works experience	A recognised project management qualification	Application form
Experience	Experience or working in a project environment  Experience of managing a varied and demanding workload / ability to prioritise due to changing circumstances	Ability to participate effectively in all aspects of project delivery and work within a structured project delivery governance framework  Experience of working with external and internal technical consultants	Application / Interview

	Experience of assisting with the delivery of projects within a defined budget and timeframe	Demonstrable experience of working as part of a multi-disciplinary team and represent the organisation in a professional manner	
Knowledge & Skills	<p>Excellent communication skills with the ability to communicate orally and in writing with a range of people, particularly public and private organisations and through a variety of mechanisms</p> <p>Proven competency to collate, interpret and communicate complex technical information</p> <p>Fully IT literate with experience of working with Microsoft Office applications (Word, Excel, Outlook)</p>	<p>Experience in engaging with external organisations, businesses and the wider community</p> <p>Good formal presentation skills</p>	
Specific behaviours relevant to the post	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement</p> <p>Credible and professional relationship builder</p> <p>High personal standards, self-disciplined, energetic with a 'can do attitude'</p>	Ability to manage sensitive and confidential information, and knowledge of data protection and data security, where relevant	Application / Interview

Other requirements	Must be able to vary working hours to incorporate limited evening and weekend meetings as required		
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**Person Specification dated: 8 May 2019**



## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **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 Council is working towards an environment where all employees, residents and service users 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 Council 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 Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council 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.