



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.

## **Receptionist / Admin / Finance Officer**

**Vacancy ID: 010697**

Salary: £18,065 Annually

Closing Date: 15/12/2019

### **Benefits & Grade**

Grade C

### **Contract Details**

1 x Permanent

1 x Fixed term for 6 months

### **Contract Hours**

37 hours per week

### **Interview Date**

w/c 6/12/2019

### **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 post will support a comprehensive range of major projects in the Authority's £1½ billion investment programme, or on projects funded by central government where the Combined Authority is leading delivery, helping each Project to deliver the required quality within the specified time and cost constraints.

This role will provide a comprehensive administration and reception service to the full organisation.

We are seeking an enthusiastic and experienced individual who is dynamic and highly organised.

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 Lauren Williams, Senior Administration Officer on 01642 527192 or at [Lauren.Williams@teesvalley-ca.gov.uk](mailto:Lauren.Williams@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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## TEES VALLEY COMBINED AUTHORITY

### JOB DESCRIPTION

**Post Title:** Receptionist / Admin / Finance Officer  
**Post Reference:** POS006419 / POS008329  
**Grade:** C  
**Responsible to:** Senior Administration Officer

#### Job Purpose

To provide an efficient and effective reception/front of house and administration service to the Combined Authority.

#### Duties & Responsibilities

1. Provide an efficient and professional reception/front of house service, including maintaining the reception area for visitors and being the point of contact for the main office telephone line.
2. Provide a wide range of administrative support to the Combined Authority to support Senior Management and all other teams.
3. Assist the administration team by ensuring all queries are managed efficiently within shared mailboxes.
4. Assist with the accurate handling of cash.
5. Format and present a range of documentation, e.g. mail merges, where required.
6. Opening and distribution of inward mail and the franking of outward mail.
7. Assist in the provision of an effective internal system for meeting room bookings, ensuring that all meeting rooms are maintained in line with the associated requirements of the bookings and any administrative requirements are undertaken e.g. ICT requirements, appropriate refreshments/catering as required, attendee lists etc.
8. Assist in booking of external meeting rooms, as required, and ensure that any administrative requirements are undertaken.
9. Assist in the booking of seminars, conferences, training and any associated accommodation, travel and car hire for the staff of the Combined Authority, including processing travel and subsistence claims, where required.
10. Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
11. 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.
12. 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:** Receptionist / Admin / Finance Officer

**Post Ref:** POS006419 / POS008329

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
<b>Qualifications and Education</b>	Appropriate Administration Qualification (NVQ) or demonstrable level of experience working in a related role  5 GCSEs A-C Grade	Appropriate Customer Care related qualification	Application
<b>Knowledge &amp; Experience</b>	Experience of working in an office environment  Experience of providing customer care	Experience of financial and administration systems  Experience of reception duties  Knowledge of local government procedures in respect of administration and finance	Application & Interview
<b>Skills</b>	Good numeracy and literacy skills  Good communication skills  Good IT skills (Finance systems, Microsoft suite of products – word, excel etc)  Ability to demonstrate customer care, sensitivity and awareness and work with a wide range of partners		Application & Interview
<b>Personal Attributes</b>	Confident communication skills, friendly and approachable  Keen attention to detail, organised and efficient		Application & 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.

