



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.

## **HR Advisor**

### **Vacancy ID: 011053**

Salary: £30,507 - £32,878 Annually

Closing Date: 31/05/20

### **Benefits & Grade**

Grade K

### **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, taking on devolved responsibilities from Government for transport, infrastructure, skills, business investment, and developing local collaborations on culture and tourism.

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.

In early 2019, Tees Valley Combined Authority acquired Teesside International Airport and we have key links to South Tees Development Corporation as a Mayoral Development Corporation. This role provides an exciting opportunity to support the HR function across the groups; which in turn provides exposure to different industries in one role. It is fast paced and would suit a tenacious and creative HR professional, who can adapt between operational and strategic initiatives and bring innovative ideas to our growing team.

For detailed information on this role, please refer to the Job Description and Person Specification.

If you would like an informal discussion about this post, please contact Clare Winter, HR Manager, on 01642 526388.

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)



TEES VALLEY MAYOR

## JOB DESCRIPTION

Post Title: HR Advisor  
Post Reference: TVCA 239 / POS010782  
Grade: K  
Responsible to: HR Manager

### Job Purpose

Provide advice on a range of HR issues across the Tees Valley Combined Authority (TVCA) group, including Teesside International Airport and South Tees Development Corporation. This will include organisational change/team reviews, job evaluation, employee benefits, support and development, health and wellbeing, analysing workforce data, contribute to policy development and project work.

You will provide comprehensive HR generalist advice and support to managers and employees across the Directorates of TVCA and the group. You will have a keen interest in a broad HR role, with a positive, solution focused approach and be able to influence and communicate highly effectively. You will be confident at managing your own priorities and escalating areas of risk.

### Duties & Responsibilities

- Provide advice in accordance with TVCAs HR policies and procedures and employment law.
- Undertake HR casework as required, and support managers on organisational change, performance management, discipline and grievance matters, sickness absence management etc.
- Reviewing HR policies as appropriate and developing HR procedures and ensuring these are consulted on and implemented as required.
- Attend internal and external meetings/networking groups as required.
- Maintain excellent industrial relations with the appropriate recognised trade unions of TVCA and their representatives.
- Provide advice and guidance on organisational change including TUPE transfers in and out of TVCA and restructures as required.
- Assist in the investigation of alleged disciplinary (including advice in relation to and review of suspensions from work), capability and grievance issues including questioning of witnesses, collation of reports, presentation of cases to hearings and appeal hearings.
- To advise and support Managers in pro actively managing attendance including attending welfare meetings, attendance review and case review hearings, and appeals against dismissal as required. Making referrals to Occupational Health and other employee support services, as appropriate.
- To undertake job evaluation of posts.

- Advice in respect of local government terms and conditions including accessing information on the local government pension scheme from the pension provider.
- Collation of employee development requirements and procurement of providers together with required administration and monitoring of training delivered.
- Direct delivery of briefing and support sessions for managers and employees.
- Promotion and administration of employee benefits.
- Management and production of relevant work force data for the senior management team.
- Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
- 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.
- Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.



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## PERSON SPECIFICATION

### HR ADVISOR

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
Qualifications and Education	<p>Level 5 CIPD Qualification and/or a significant demonstrable experience in a similar role.</p> <p>Educated to degree level in a relevant HR related subject.</p>	Relevant post graduate qualification and membership of CIPD.	Application
Knowledge & Experience	<p>Approx. five years' experience of working in HR at advisory level including sickness, disciplinary and other types of case work and advising on terms and conditions of employment.</p> <p>Experience of implementing and interpreting HR policies and procedures.</p> <p>Experience of working in a Unionised organisation and the initiatives that result.</p> <p>Experience of management of change and consultation Up-to-date knowledge of employment legislation.</p>	<p>Knowledge of local government terms and conditions of employment.</p> <p>Experience of undertaking HR project work.</p>	Application & Interview
Skills	<p>Able to communicate effectively both verbally and in writing with a wide range of people.</p> <p>Able to work on own initiative and prioritise workload.</p> <p>Able to analyse data.</p> <p>Business aware and able to make pragmatic suggestions.</p>		Application & Interview

	IT literate capable of using information systems, MS packages-Word, Excel, email		
Personal Attributes	<p>A commitment to providing customer service.</p> <p>Confident communication skills, friendly and approachable.</p> <p>Keen attention to detail, organised and efficient.</p> <p>High standard of personal integrity and capable of maintaining confidentiality.</p> <p>Courage to challenge and recommend actions.</p>		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.