



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 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.

Procurement & Project Co-ordinator

Vacancy ID: 010678

Salary: £30,507 - £32,878 Annually

Closing Date: 08/12/2019

Benefits & Grade

Grade K

Contract Details

Temporary for up to 9 months to cover Maternity

Contract Hours

37 hours per week

Interview Date

17/12/2019

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 (TVCA) 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.

The post will also act as the central co-ordinator for all procurement activity within TVCA and shall be responsible for maintaining an up to date live contracts register and procurement register.

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.

For a further informal discussion please contact Julie Prior, Legal and Governance Lead on 01642 524434 or at Julie.Prior@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:	Procurement & Project Co-ordinator
Post Reference:	TVCA 143 / POS006428
Grade:	K
Responsible to:	Legal and Governance Lead

This post is Politically Restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009.

Job Purpose

To oversee the day to day management of procurement processes and to assist in the delivery of TVCA's major commercial projects.

Duties & Responsibilities

1. To act as a central co-ordinator for TVCA procurement and to maintain an up to date live contracts register and procurement register.
2. To undertake the day to day co-ordination and management of a range of procurement procedures and commercial projects to the required quality within specified time and cost constraints.
3. To liaise with stakeholders and external partners on a daily basis to scope, develop, implement and update on, major projects.
4. To prepare briefing reports on procurement and projects being scoped and implemented for Project Steering Groups, Cabinet, etc.
5. To assist the Legal and Governance Lead to communicate and advise on best practice using several sources (procedures, legislation, case law and statutory guidelines).
6. To maintain up to date project actions logs, decision logs, project plans, risk registers and decision registers.
7. To assist in the preparation of relevant procurement and contract documentation including invitation to quote, invitation to tender, selection questionnaire and basic contract documents.
8. To manage own workload, including re-prioritising tasks where required to meet challenging timescales and to ensure responsive and effective procurement and project management and delivery.

9. To manage dependencies, monitor progress and determine when to re-prioritise to deliver procurements and projects to deadline and within budget, escalating potential issues or conflicts to the Legal and Governance Lead.
10. To create and maintain a filing and monitoring system for completed contracts.
11. To help to ensure compliance with relevant legislation, e.g. procurement legislation, state aid, data protection, freedom of information, etc.
12. To help to ensure that the required approvals are in place for the procurements and projects delivered in the required timeframe.
13. To undertake such personal training as is deemed necessary to undertake the duties and responsibilities of the post.
14. To undertake other duties and responsibilities commensurate with the grading and nature of the post.
15. To take reasonable care of your own health & 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.



TEES VALLEY MAYOR

TEES VALLEY COMBINED AUTHORITY PERSON SPECIFICATION

Job Title: Procurement & Project Co-ordinator
Post No: TVCA 143 / POS006428

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
Qualifications and Education	Educated to degree level in a relevant discipline and a project management or Chartered Institute of Purchasing and Supply (CIPS) qualification or ability to demonstrate equivalent level relevant knowledge gained through demonstrable works experience.	Project Management Qualification	Application
Experience and knowledge	<p>Experience of analysing, monitoring, reporting, disseminating and presenting information to a variety of audiences within the public sector and their partners.</p> <p>Experience of using IT to collect, analyse and present data.</p> <p>Experience and knowledge of the following, applied in practice:-</p> <ul style="list-style-type: none"> • PRINCE2, or other project management methodologies; • Regulated procurement legislation/requirements and processes; and • Process mapping tools and techniques. 	Experience of working in a role relating to project delivery and/or procurement.	Application Interview
Skills	<p>High level analytical and interpersonal skills, required to manage multiple projects;</p> <p>Good presentational and communication skills and an ability</p>		Application Interview

	<p>to produce quality written work.</p> <p>Ability to work sensitively with a range of key stakeholder organisations, local authorities and central government departments.</p> <p>Ability to work as part of a multi-disciplinary team and represent the organisation in a professional manner.</p>		
Personal Attributes	<p>Highly motivated and enthusiastic.</p> <p>Ability to communicate orally and in writing with a range of internal and external stakeholders.</p> <p>Highly organised.</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.