



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.

## **Claims & Monitoring Manager**

**Vacancy ID: 010681**

Salary: £36,876 - £38,813 Annually

Closing Date: 08-12-2019

### **Benefits & Grade**

Grade M

### **Contract Details**

Permanent

### **Contract Hours**

37 hours per week

### **Interview Date**

19-12-2019

### **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.

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).

To have an informal discussion on the role please contact Neil Cuthbertson, Finance Manager on 01642 527257 or at [Neil.Cuthbertson@teesvalley-ca.gov.uk](mailto:Neil.Cuthbertson@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)



TEES VALLEY MAYOR

## TEES VALLEY COMBINED AUTHORITY

### JOB DESCRIPTION

**Post Title:** Claims & Monitoring Manager  
**Post Reference:** TVCA 65  
**Grade:** Grade M  
**Responsible to:** Finance Manager

#### **Job Purpose**

As a forward thinking Mayoral Combined Authority, our Investment Plan currently stands at £464 million with potential for further devolution from Central Government.

Projects may be led directly by TVCA or indirectly through a wide range of partner organisations. This role will be responsible for managing the financial claims and monitoring of all investments within the TVCA Multi-Year Investment Programme, with specific responsibility as part of the delivery of the Tees Valley 10 year Strategic Economic Plan.

It will require working with a wide range of internal and external partners from multi-disciplinary backgrounds to ensure effective communication, management and delivery of programmes.

This post will have responsibility for the Claims and Monitoring Officers and currently the ERDF Business Compass project management team. The on-going requirements for managing and monitoring programmes will vary over time, therefore a flexible approach is needed and the post holder will be expected to plan and manage the resources available to continue successful delivery.

#### **Duties & Responsibilities**

1. Support the Finance Manager to accelerate delivery of the multi-year investment programme through a range of investment models.
2. Lead on specified TVCA led programmes (e.g. Sustainable Transport Programme) to accelerate the delivery and develop a strong pipeline of projects. Develop and manage suitable governance and programme management arrangements for TVCA led projects and programmes, including working closely with policy leads to develop management frameworks, undertake appraisals and due diligence ensuring compliance with the Assurance Framework.
3. Manage the financial and output monitoring of the projects/ programmes in delivery. Identify any underperformance and make recommendations to the Investment Planning Manager regarding remedial actions, bringing forward projects, delaying projects etc.
4. Work with the Legal Team on the implementation of funding agreements.
5. Lead on all financial claims and monitoring information to ensure it meets the rigorous standards and requirements set out by the Assurance Framework and individual funders where relevant.

6. Lead TVCA audits on this area of work and identify and manage any project variations and non-compliance issues.
7. Work closely with finance colleagues to maintain financial forecasts and reporting for the multi-year programme and lead on writing regular reports for various governance groups and submission to government.
8. Lead the process of project closure, financial monitoring and evaluation of all projects within the investment programme.
9. Lead on the design of forms and management systems to capture appropriate project information and evidence at each stage.
10. Procure and manage external advice and technical guidance where required.
11. Ensure all information sharing requirements set out in the Assurance Framework are met.
12. Monitor the risks associated with programmes/projects in delivery and report to the Finance Manager and the Investment Planning Manager.
13. Deputise for the Finance Manager as required.
14. Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
15. Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act.
16. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
17. 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. To ensure that all clients both internal and external, receive a consistently high quality level of service.



TEES VALLEY MAYOR

## PERSON SPECIFICATION

**Job Title: Claims & Monitoring Manager**

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
<b>Qualifications and Education</b>	<p>Educated to graduate level or equivalent demonstrable level of knowledge.</p> <p>A recognised professional qualification or significant demonstrable experience in a directly related area of work.</p>		Application form
<b>Experience and knowledge</b>	<p>Management and supervisory experience across a broad range of business, investment planning, programme management and external funding activities (both capital and revenue) within an economic growth context.</p> <p>Experience of managing and developing external public and private sector relationships.</p> <p>Significant demonstrable management experience in a multi-disciplinary economic development and regeneration environment.</p> <p>Experience of procuring and leading third party consultants to deliver required projects within a defined budget and timeframe.</p> <p>Current understanding of legislative, policy and regulatory drivers, as well as business support mechanisms and the skills agenda.</p> <p>Wide-ranging knowledge of funding sources for economic growth at the local, national and international level.</p>	<p>Knowledge of the Tees Valley economy and labour market including economic drivers, opportunities and threats.</p> <p>Commercial awareness and experience of a range of funding models and instruments to maximise the return on investments.</p>	Application and interview

	<p>Wide-ranging knowledge of relevant sources of information and appropriate techniques for appraising, evaluating investment opportunities.</p> <p>Experience of consulting and liaising with partners on investment proposals and funding opportunities.</p> <p>Proven knowledge and understanding of financial concepts and a high level of general numeracy.</p>		
<b>Skills</b>	<p>Excellent report writing and presentation skills.</p> <p>Ability to manage projects and programmes in a partnership setting with tight deadlines.</p> <p>Ability to manage sensitive and confidential information, and knowledge of data protection and data security, where relevant.</p> <p>Proven competency to collate, interpret and communicate the relevance of complex and technical information to assist senior management in the development of strategy.</p>		Application and Interview
<b>Personal Attributes</b>	<p>Strong Self-motivation and a 'can do-attitude'.</p> <p>Highly organised and flexible to manage several on-going tasks.</p> <p>Produces work to a high standard and motivates others to do likewise.</p> <p>Organised, adaptable and responsive to change.</p>		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.