



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 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.

Scrutiny Officer

Vacancy ID: 010705

Salary: £33,799 - £35,934 Annually

Closing Date: 15/12/2019

Benefits & Grade

Grade L

Contract Details

Permanent

Contract Hours

37 hours per week

Interview Date

09/01/2020

Job Description

We are looking for someone to provide vital support in the Scrutiny Team. The postholder will be active in promoting scrutiny in Stockton-on-Tees, working alongside decision making at the heart of the Council. The Scrutiny service is part of Administration, Democratic and Electoral Services providing advice and expertise to the whole Council. The postholder will have regular contact with senior officers and Members, and will provide advice, guidance and support to Councillors and key stakeholders, in a role which is both rewarding and challenging.

Scrutiny plays an integral part in policy development and decision-making in the Council. You will directly provide advice, research and support to Scrutiny Committees and Scrutiny Task Groups, working with officers, stakeholders, partners and the public, preparing reports, briefing papers and presentations, and carrying out in-depth investigations on high-profile or contentious issues. You will undertake and project manage scrutiny reviews and associated work programmes.

We are looking for someone who is able to understand and explain complex issues, has an analytical mind, practical research skills, strong organisational and project management skills, and the ability to analyse and interpret data and service policy and performance information. Effective communication is key, as is the ability to prioritise and manage one's own work. We are looking for a personable, committed, individual who is highly organised, who can work on their own initiative and meet tight deadlines. Whatever your background, excellent interpersonal and communication skills are a must.

A degree or relevant professional qualification together with project management experience, political awareness and experience of working with complex documentation would be a significant advantage in this role.


An online application form and further information is available from 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 Judith Trainer, Team Leader Scrutiny & Electoral, on 01642 528158.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email 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.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Administration, Democratic & Electoral Services		Service Area: Democratic & Electoral Services
JOB TITLE: Scrutiny Officer		
GRADE: L		
REPORTING TO: Team Leader Scrutiny & Electoral		
1.	JOB SUMMARY: The provision of support to the scrutiny function	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
1.	Maintaining awareness of changes in legislation, policy and practice in respect of the scrutiny function.	
2.	Assisting the overview and scrutiny committees in Stockton-on-Tees with a range of support activities, to include work programming, advice, research, project planning and report writing.	
3.	Liaising with appropriate Officers within the Authority to ensure the provision of relevant information to the Overview and Scrutiny Committees.	
4.	Liaising with external organisations in terms of their information provision to the Overview and Scrutiny Committees, (to include briefing witnesses and other providers of evidence).	
5.	Assisting Members with appropriate consultation exercises.	
6.	Assisting Members with the drafting of Scrutiny reports.	
7.	Contributing to training for Members and Officers.	
8.	Consultation with interested parties on reports and proposals and arranging publication of Scrutiny reports.	
9.	Benchmarking/assessing Best Practice from elsewhere.	
10.	Working closely with Democratic Services Officers to ensure overall support to the scrutiny function.	
11.	Assisting the Assistant Director, Administration, Democratic and Electoral Services in the development and implementation of the scrutiny function.	
12.	Assisting the Assistant Director, Administration, Democratic and Electoral Services in delivering the scrutiny work programme, monitoring and reporting on the effectiveness of the scrutiny function.	

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade of L 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.

Politically Restricted Posts - This post is politically restricted in accordance with the Local Government and Housing Act 1989.

Job Description dated November 2019

PERSON SPECIFICATION

Job Title/Grade	Scrutiny Officer	Grade L
Directorate / Service Area	Administration, Democratic & Electoral Services	Democratic & Electoral Services
Post Ref:	POS002829	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Educated to graduate level plus relevant professional qualification or substantial demonstrable experience in directly relevant works experience		Application form
Experience	<p>Successful record of planning, prioritising and producing work of a high standard</p> <p>Experience in one of the following areas:</p> <ul style="list-style-type: none"> • Scrutiny support • Policy development <p>Direct experience of operating within a changing environment</p> <p>Experience of working with a wide range of people</p>		Application / Interview
Knowledge & Skills	<p>An understanding of the legislative provisions of the Local Government Act 2000, and subsequent relevant legislation relating to scrutiny</p> <p>The ability to maintain productive working relationships with Members and with Officers at all levels within the organisation</p>	<p>An understanding of the Council's core values and objectives</p> <p>An awareness of the Police Reform and Social Responsibility Act 2011, Health and Social Care Act 2012, and other legislation relating to scrutiny of external partners and joint arrangements</p>	Application / Interview

	<p>The ability to prioritise work and deliver outcomes within timescales</p> <p>The ability to understand, interpret and communicate complex data and information</p> <p>Report writing skills</p> <p>Proven ability to work in a rapidly changing environment</p> <p>Experience of all software associated with Microsoft Office</p>		
Specific behaviours relevant to the post	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement</p> <p>A working style which commands confidence and respect of Senior Officers and Members</p> <p>Motivation, energy and enthusiasm</p> <p>Excellent communication skills</p> <p>Flexible and adaptable</p>		Application / Interview
Other requirements			

Person Specification dated

November 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.