



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.

## **Energy Hub Programme Manager**

**Vacancy ID: 010790**

Salary: £36,876.00 - £38,813.00 Annually

Closing Date: 02/02/2020

### **Benefits & Grade**

Grade M

### **Contract Details**

Temporary until 31/03/2021

### **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 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.

The Tees Valley Combined Authority are looking for a Programme Manager to manage the North East Yorkshire and Humber Energy Hub.

The Energy Hub's aims are to increase development and delivery of energy projects across the North East Yorkshire and Humber. The Programme Manager is instrumental in the success of the Energy Hub and will ensure that the Energy Hub is managed effectively, that the LEPs and Combined Authorities within the Energy Hub are supported to develop and deliver projects, that

projects are identified and developed which cover more than one LEP area, and that liaison between the Energy Hub and government is strong.

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 Sarah Tennison on 01642 524440 or at [Sarah.Tennison@teesvalley-ca.gov.uk](mailto:Sarah.Tennison@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:** Energy Hub Programme Manager

**Post Reference:** TVCA 169

**Grade:** M

**Duration:** Fixed term contract until March 2021 or secondment

**Responsible to:** Innovation and Technology Manager

#### **Job Purpose**

The purpose of the Programme Manager is to manage the North East, Yorkshire and Humber Energy Hub. The Energy Hub is aimed at developing and deploying energy projects within LEPs and Combined Authorities, increasing capacity and delivery.

The North East, Yorkshire and Humber Energy Hub consists of Tees Valley Combined Authority, North East LEP, Humber LEP, York, North Yorkshire and East Riding LEP, West Yorkshire Combined Authority, and Sheffield City Region.

This role ensures that the Hub operates effectively, that it delivers on the aims of the Hub model, and that the Hub is effectively represented with government, with other energy hubs, and externally.

#### **Duties & Responsibilities**

1. Manage the relationship between LEPs within the Hub and ensure that members of the Energy Hub work effectively together building consensus
2. Lead the liaison between the Energy Hub and Central Government, with other Energy Hubs, and with a wide variety of stakeholders from contractors to universities.
3. Ensure that the Energy Hub is represented professionally and credibly to external stakeholders.
4. Ensure the Energy Hub not only delivers KPI targets, but also the overarching goal to increase development and deployment of energy projects within the region.
5. Represent and present on behalf of the Hub and regional and national conferences
6. Develop and manage a framework for evaluation of energy projects within the hub in order to monitor progress. Identify and initiate joint working opportunities within and between LEPs in the Hub.
7. Advise the Energy Hub Board with decision making regarding project prioritisation and spend allocation.
8. Monitor project progress and report monthly to the Energy Hub Board. Ensure information is gathered in line with the required KPIs.

9. Manage the budget of the Energy Hub, provide forecast spend reports quarterly to the Board. Identify any projected over or underspends and recommend remedial action to the Board.
10. Develop and manage a risk register for the Programme, highlighting risks to the Board and Central Government
11. Ensure the KPIs of the Hub are progressed and met, provide quarterly reports to the Board on progress against KPIs. Where KPIs are not projected to be met, provide the Board with recommendations on remedial action.
12. Ensure TVCA's assurance framework is followed, records are kept, and procurement is compliant with regulations.
13. Provide monthly updates to BEIS on project progress and performance against KPIs. Attend monthly meetings in London with BEIS. Provide a monthly report to the Board from the monthly BEIS meetings, including any recommendations for joint working.
14. Identify and lead joint working between LEPs within the Hub and between other Hubs. Develop a range of contacts and leverage expertise within and external to the hub.
15. Ensure compliance with the assurance framework
16. Develop and ensure all legal documentation is in place for the Hub including MOUs, funding agreements, and data sharing agreements
17. Develop and manage the Programme Development Framework
18. Lead the implementation of government funded initiatives delivered by the Energy Hub including developing all legal documentation and ensure initiatives are run effectively and in compliance with the assurance framework
19. Manage relationships with external stakeholders such as Universities, private companies, and other institutions. Assist the Communications Team to write press releases and gain agreement to issue from Hub members.
20. Prior to closure of the Energy Hub produce a final report on final budget breakdown and outputs against KPIs. Commission external evaluation of the Programme. Lead a project to identify a sustainable business model for the Hub following year 2 of its operation.
21. 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.
22. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
23. Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act.
24. To assist in the training and development of staff and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.



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**TEES VALLEY COMBINED AUTHORITY  
PERSON SPECIFICATION**

**Post Title: Energy Hub Programme Manager**

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
<b>Qualifications and Education</b>	Educated to Degree level in a relevant discipline or an equivalent level of demonstrable direct work related experience.		Application
<b>Experience and knowledge</b>	<p>Knowledge of Public Procurement regulations and experience of developing specifications, undertaking procurement, and contracting with preferred bidders.</p> <p>Experience of contract management</p> <p>Experience of managing budgets and producing budget reports</p> <p>Experience of managing programmes, including output monitoring</p> <p>Experience of working with a wide range of external stakeholders</p> <p>Experience of excellent record keeping</p> <p>Experience of managing external funds and providing monitoring reports</p> <p>Experience of developing risk registers and managing risks</p>	<p>Experience of working with Central Government</p> <p>Experience of working with LEPs and / or Combined Authorities</p> <p>Knowledge of the energy sector</p> <p>Experience of managing programmes with external stakeholders</p>	Application and Interview
<b>Skills</b>	Ability to work with a range of		Application

	<p>external stakeholders, demonstrating excellent communication skills</p> <p>Ability to identify and lead joint working arrangements</p> <p>Confident presenter</p>		and Interview
<b>Personal Attributes</b>	<p>Confidence to develop and , present ideas, foster relationships, develop networks</p> <p>Able to deal with difficult situations, present solutions and gain consensus</p> <p>Able to travel to London once a month, and to travel to other LEPs both within the Hub or external to it across the UK</p> <p>Entrepreneurial and enthusiastic</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.