



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.

## **Management Information & Business Intelligence Officer**

**Vacancy ID: 010881**

Salary: £22,462 - £23,836 Annually

Closing Date: 23/02/2020

### **Benefits & Grade**

Grade H

### **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 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 £½ 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.

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).

If you would like an informal discussion on the role please contact Julie McCartney on 01642 524418 or at [Julie.McCartney@teesvally-ca.gov.uk](mailto:Julie.McCartney@teesvally-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 COMBINED AUTHORITY

### JOB DESCRIPTION

**Post Title:** Management Information and Business Intelligence Officer

**Post Reference:** TVCA 232

**Grade:** H

**Duration:** Permanent

**Responsible to:** Management Information and Business Intelligence Manager

#### **Job Purpose**

This role is an exciting opportunity to join the Finance and Resources Directorate of the Combined Authority. This new position is a key delivery role playing a pivotal part of the organisation's management information and business intelligence development across the group structure.

The MIBI team are a new team that will be responsible for the development of new analytics solutions as well as supporting and maintaining existing solutions. Under limited supervision, the MIBI officer will undertake moderately complex project and analytical work in a wide range of business intelligence activities that ensure the uniformity, accuracy, and semantic consistency of enterprise data through the application of effective data management, security, stewardship, and governance processes.

The role will be part of an internal team of resources supporting the development of the Authority's information systems working alongside specialist software provider support and super users across the organisation. You will help support and shape solutions that provide valuable business intelligence that assist key decision making in the delivery of the Authority's Investment Plan.

#### **Duties & Responsibilities**

1. Supporting business decision making with data-driven analytics, visualisations, insights and research
2. Developing and maintaining a suite of reports, interactive dashboards, and visualisations in line with organisational requirements
3. Driving reporting efficiency and accuracy, ensuring that the organisation makes management decisions from a validated single source of truth
4. Supporting the communications strategy to promote business intelligence across internal and external channels, including social media
5. Ensuring that analytics and reporting are automated, replicable, and verifiable
6. Supporting the documentation, distribution, and democratisation of management information and business intelligence
7. Advising and supporting colleagues on software products
8. Supporting and developing procedures for the management of information assets

9. Providing support to ensure compliance with all necessary data assurance and security requirements, in line with GDPR and other regulatory and statutory regulations
10. Supporting the MI & BI Manager in discharging their role as lead for all corporate management information systems
11. 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.
12. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
13. Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act.
14. 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.

**TEES VALLEY COMBINED AUTHORITY  
PERSON SPECIFICATION**

**Post Title: Management Information and Business Intelligence Officer**

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>	Strong aptitude for learning new technology and have a strong awareness of products on the market	<p>Experience or application use of R, Maple, Matlab, Stata, SAS, Python or similar</p> <p>An A-level in maths or equivalent qualification</p> <p>Experience with SQL</p>	Application and Interview
<b>Skills</b>	<p>Strong MS Office skills, including advanced Excel including Pivot tables, Macros &amp; VBA</p> <p>Excellent written and verbal communication skills</p> <p>The ability to apply best practice in data visualisation</p> <p>The ability to engage with internal and external customers, understand their requirements and match requirements to solutions</p> <p>Strong influencing and</p>	Assured presenter, with experience of delivering presentations to key audiences.	Application and Interview

	<p>negotiating skills</p> <p>Strong stakeholder management skills</p> <p>Critical thinker, confident to transform data and information into structured and automated systems and reporting</p>		
<b>Personal Attributes</b>	<p>Curious and keen to develop and learn</p> <p>Flexible approach to work</p> <p>The ability to solve problems logically</p> <p>High personal standards and self-discipline in working to tight deadlines</p> <p>The ability to work as an effective member of a team</p> <p>Tenacious self-starter</p> <p>High attention to detail</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.