



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.

Provider Relationship and Performance Management Officer

Vacancy ID: 010900

Salary: £33,799 - £35,934 Annually

Closing Date: 01/03/2020

Benefits & Grade

Grade L

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.

If you would like an informal discussion about this post, please contact Jacqui Banks on 01642 524838 or at Jacqui.Banks@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:	Provider Relationship and Performance Management Officer
Post Reference:	POS006785
Grade:	L
Responsible to:	Skills Manager
Contract:	Permanent

Job Purpose

The purpose of this role is to establish effective relationships with training providers that the Tees Valley Combined Authority provide funding to as part of the devolution of the Adult Education Budget. The role will establish and manage these relationships, including performance managing the delivery plans in place with these providers.

The post holder will work as part of a team and have direct responsibility for a portfolio of training providers, from the public, private and voluntary sectors.

The post holder must have demonstrable knowledge and experience of the Adult Skills policy area including current funding arrangements and the Further Education sector.

Duties and Responsibilities

1. To assist in the development and implementation of robust processes in order to effectively manage the performance and quality of the provision funded within the devolved Adult Education Budget across the Tees Valley Combined Authority area.
2. To establish effective, working relationships with funded providers, including regular contact and establishing open and transparent dialogue.
3. To regularly monitor and assess performance of the funded providers within the TVCA Performance Management Framework.
4. Undertake detailed analysis of the delivery plans and performance reports to ensure delivery is in line with funding agreements.
5. Undertake detailed assessment and review of the delivery in place, as agreed within the Funding Agreement.
6. To actively work with providers to assess quality, continued performance in line with their delivery plan, including proposing, negotiating and achieving agreed solutions as part of an improvement plan.
7. To regularly update providers on continued assessment and provide ongoing support and management of the improvement plans where required.
8. To intensively monitor improvement plans to ensure successful improvement.
9. Provide feedback and inform providers of any escalation process required if improvement is not achieved, that could lead to reduction in funding awards.

10. To inform senior management when performance is not adequate and when no improvement has been made.
11. To recommend to senior management potential changes, including reduction in funding when performance is not acceptable.
12. To take personal responsibility for ensuring assessment processes are implemented in accordance with TVCA requirements.
13. To regularly update providers with TVCA policy requirements
14. Work closely with other TVCA teams to ensure finance and funding agreement information is up to date, and ensure there is a clear understanding of the agreements in place and the performance requirements. This includes having detailed knowledge of the processes and arrangements in the Investment team and the financial monitoring arrangements
15. Take ownership and responsibility for updating the risk registers for each provider and providing regular formal reports for senior management and external parties.
16. Present to formal governance groups when required.
17. Undertaking analysis of provider performance data and intelligence in order to inform future funding and contracting decisions, and provide regular reports to the Adult Education Manager, the wider Senior Management Team and associated governance bodies within the Combined Authority.
18. Contribute to the wider Education, Employment and Skills agenda within the Combined Authority.
19. To take reasonable care of your own health and safety, including acknowledging Lone Working risks and co-operate with management, so far as is necessary to enable compliance with the authority's health and safety rules and legislative requirements.
20. Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
21. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.



TEES VALLEY MAYOR

**TEES VALLEY COMBINED AUTHORITY
PERSON SPECIFICATION**

Post Title: Provider Relationship and Performance Management Officer
Post Ref: POS006785

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
Qualifications and Education	Educated to degree level in relevant area, or 3 years equivalent experience.		Application
Experience and knowledge	<p>Detailed understanding of and experience of working in the Adult Skills and/or Further Education sector.</p> <p>Experience of directly managing contracts, funding and performance in a provider, funding agency or similar Organisation.</p> <p>Significant experience of challenging performance, and leading challenging conversations within a skills setting.</p> <p>Detailed understanding of skills funding policies and provider management.</p> <p>A detailed understanding of the current Individual Learning Record system used by adult skills providers.</p> <p>Proven ability to work sensitively with a range of key stakeholder organisations, local authorities and central government departments.</p> <p>Experience of working with large partnerships and multiple stakeholders and the ability to negotiate change.</p> <p>Knowledge of the Education, Employment and Skills devolution proposals and agreements with Combined Authorities.</p> <p>Demonstrable knowledge and experience of Ofsted and the Learning and Skills inspection regime.</p>	<p>Extensive knowledge and direct experience of the Tees Valley skills needs and priorities.</p> <p>Experience of working in a senior performance management role in the Adult Skills and/or Further Education sector.</p> <p>Experience of working in a Quality Assurance role in in the Adult Skills and/or Further Education sector.</p>	Application Interview

	<p>Fully IT literate with experience of working with Microsoft Office applications (Word, Excel, Outlook)</p> <p>Knowledge and understanding of Health and Safety, Safeguarding, Prevent and British Values in relation to Adult Skills.</p>		
Skills	<p>An accomplished communicator, both formally and informally at all levels within and outside the Organisation.</p> <p>A good level of analytical ability, including utilising complex data to shape policy.</p> <p>Ability to understand, analyse and distil a clear message from complex and potentially controversial information.</p> <p>Ability to appreciate different points of view and potentially varying interpretations of information and situations.</p> <p>High level ability to be able to provide controversial or difficult feedback.</p> <p>High level of political awareness and sensitivity.</p> <p>Ability to think creatively and take initiative.</p> <p>Ability to manage sensitive and confidential information, and knowledge of data protection and data security, where relevant.</p> <p>Ability to work as part of a multi-disciplinary team and represent the organisation in a professional manner.</p>	<p>Excellent communication skills with the ability to communicate orally and in writing with a range of people, particularly public and private organisations.</p> <p>Good formal presentation skills.</p>	Application Interview
Personal Attributes	<p>Strong commitment to the public service and devolution.</p> <p>A high degree of integrity.</p> <p>Uses political judgement and sensitivity.</p> <p>Strong interpersonal and networking style.</p> <p>Committed to acting corporately and collaboratively.</p> <p>High-level of drive and motivation to achieve.</p> <p>Gives attention to detail.</p> <p>Outcome and achievement focused.</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.