



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 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.

Group Head of Legal, Governance & Procurement

Vacancy ID: 011054

Salary: £70,047 Annually

Closing Date: 31/5/20

Benefits & Grade

SM2

Contract Details

Permanent

Contract Hours

37 hours per week

Job Description

Tees Valley Combined Authority, South Tees Development Corporation and Teesside International Airport

Tees Valley is where five distinct boroughs come together to make one exceptional destination in which to invest, live, work and visit. This is an exciting opportunity to join a group of dynamic organisations at a senior level and which offers a unique opportunity to contribute to the long term economic development of an entire region.

Tees Valley Combined Authority

The Tees Valley Combined Authority was created in April 2016. Our purpose is to drive economic growth and job creation in the area. We are a partnership of five authorities; Darlington, Hartlepool, Middlesbrough, Redcar & Cleveland and Stockton-on-Tees, working closely with the business community and other partners to make local decisions to support the growth of our economy. Under the devolution deal with Government, we took on responsibilities previously held by Westminster and Whitehall: for transport, infrastructure, skills, business investment and culture and tourism. The region has one of only nine directly elected Metro Mayors - in May 2017 the people of the Tees Valley elected their first Tees Valley Mayor, Ben Houchen, who chairs the Combined Authority Cabinet. The Combined Authority has agreed a £588million Investment Plan to be delivered over the next ten years, with more than £256million assigned to the region's transport infrastructure.

South Tees Development Corporation

The South Tees Development Corporation is an exciting new enterprise that is crucial in promoting the economic development and business growth in Tees Valley. Covering 4,500 acres, it is the first Mayoral Development Corporation to be set up outside of Greater London. It is chaired by the Tees Valley Mayor and supported by a powerful board that exemplifies a strong private-sector and local community focus. The South Tees redevelopment programme represents the largest single regeneration opportunity in the UK and is a complex major capital works undertaking across a 25-year timeframe, involving a new public-private joint venture delivery vehicle. This role will support the running of the corporation and the delivery of STDC's commercial strategies to generate revenues, inward investment and lead to significant sustainable economic growth.

Teesside International Airport

It is an exciting time to be joining the team working on developing Teesside International Airport and to be able to play a part in its significant ten-year turnaround plan. The airport has a catchment of more than 2.5million people within a 60-minute drive time and is at the heart of our £13.1billion economy. It sits in the heart of 819 acres of developable land and is one of the region's biggest assets. It was brought back in to public ownership by the Tees Valley Mayor and Combined Authority (which is its majority shareholder), and has an ambitious strategy for future development on aviation and wider business development opportunities.

Key Strategies

The Tees Valley Combined Authority has an ambitious Strategic Economic Plan to grow the local economy. Our plan will see the creation of 25,000 new jobs in the region over the next ten years, creating a period of sustained economic growth through inward investment.

Tees Valley has a world-class reputation across our key sectors with an established infrastructure and supply chain in the offshore, advanced manufacturing and engineering, chemicals and process and logistics sectors. Key emerging sectors include life sciences, digital, energy and renewable and business services. Significant investment has been made in infrastructure and facilities, creating sectors that are full of potential for future investors.

Tees Valley has many advantages over other areas. Not only are we a cost-competitive location, we are also ripe for investment, with exciting new opportunities on the South Tees Development Corporation, at Teesside International Airport, the new Tees Advanced Manufacturing Park and Central Park, a major hub for healthcare and life sciences businesses.

Our Group Head of Legal, Governance & Procurement will have an important role to play in delivering our plans and taking us on to the next stage of our journey. If you share our ambitions, relish opportunities to work across organisations in partnership with public and private stakeholders at national, regional and local level, and have the skills and values to support and contribute successfully to a high performing team, we would be delighted to hear from you.

For detailed information on this role, please refer to the Job Description and Person Specification.

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

JOB DESCRIPTION

Post Title: Group Head of Legal, Governance & Procurement
Post Reference: TVCA 97 / POS006452
Grade: SM2
Responsible to: Director of Finance & Resources

Job Purpose

To be the lead legal advisor to Tees Valley Combined Authority (TVCA), South Tees Development Corporation (STDC) and Teesside International Airport Limited (TIAL) (together the Group).

To lead and manage the legal, procurement, governance and administration functions of TVCA/STDC in the planning and performance of their activities.

To act as Monitoring Officer for both TVCA and STDC, with statutory responsibility under s.5 of the Local Government and Housing Act 1989, and ensuring that all three organisations fulfil their lawful obligations and performs their functions and activities in accordance with the law and the principles of good governance.

Duties & Responsibilities

- 1 Leading the Group legal function to provide or ensure the provision of high quality legal advice to the Group and its individual organisations to support the planning and delivery of its/their plans and activities, including (but not limited to):-
 - 1.1 providing legal support within the Group in connection with the development, evaluation, programming and delivery of a wide range of multi-disciplinary projects and programmes, including negotiating effective contractual arrangements and excellent working relationships with a wide range of funding and project partners, councils and commercial partners;
 - 1.2 ensuring that all entities within the Group comply with their statutory requirements and that sound and timely legal advice is given to the Chief Executives/Managing Directors, Senior Management Teams, Mayor, Cabinet, Boards and officers as required;
 - 1.3 acting as TVCA and STDC Monitoring Officer, ensuring that TVCA and STDC decisions are lawful;
 - 1.4 providing or ensuring the provision of timely and effective regulatory advice, including on state aid and procurement; and
 - 1.5 procuring and managing external legal advice as required, while actively minimising the need to do so.
- 2 Fulfil the statutory role of Data Protection Officer for TVCA and STDC and ensure compliance with regulatory requirements including Freedom of Information Act and complaints.
- 3 Manage the governance & administration function of the Combined Authority, ensuring

the delivery of effective and transparent decision making processes and governance arrangements within the Group.

- 4 Manage the in-house procurement function for TVCA/STDC/TIAL and oversee the procurement of a wide variety of contracts for works, supplies and services (including via OJEU, the North East Procurement Organisation and other available frameworks), and set up and manage the Group's own procurement frameworks as required.
- 5 Ensure effective Company Secretarial arrangements are in place for TIAL, Goosepool Limited and any other limited companies and/or other incorporated bodies that the Authority may establish, including acting as the Company Secretary if required.
- 6 Keep up to date with and scrutinise new legislation, guidance, policy and case law and give timely and proactive advice to officers thereon.
- 7 Act as "intelligent client" in connection with the procurement, contracting and post-contract management of external consultancy and other services provided to TVCA/STDC.
- 8 Contribute to the achievement of the Group's corporate objectives and work collaboratively across the Group and with its partner organisations.
- 9 Manage and develop the Legal, Governance & Procurement Team and any other staff allocated to be managed by this post holder.
- 10 Undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
- 11 Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
- 12 Take reasonable care of your own health & safety and co-operate with management, so far as is necessary, to enable compliance with the Group's health and safety rules and legislative requirements.
- 13 This is a post which is politically restricted in accordance with the Local Government and Housing Act 1989.



TEES VALLEY MAYOR

TEES VALLEY COMBINED AUTHORITY

PERSON SPECIFICATION

POST NO. TVCA97 / POS006452

Criteria	Essential	Desirable	Method of Assessment
Qualifications and Education	Degree and relevant legal qualification.		Certificates
Key Competencies	Legal (including Monitoring Officer.) Commercial. Regulatory (including public sector procurement.)	Post-contract management.	Application and interview
Experience and knowledge	A demonstrable record of success in leading and managing high quality legal and governance services, and performing the role of Monitoring Officer. Drawing up a wide range of commercial contracts. Drawing up and negotiating funding agreements. Commercial negotiations, including multi-disciplinary projects. Partnering arrangements and service contracts. Advising on/managing significant procurement processes, at all stages of planning, programming and delivery.	Advising on and helping to resolve contentious legal and commercial issues. Post-contract management. Acting as "intelligent client". Procurement and management of consultancy support.	Application

	Regulatory advice, including state aid and data protection/FoIA.		
Skills	<p>Commercial awareness, with strong analytical skills and aptitude for developing innovative solutions to complex problems.</p> <p>Excellent negotiation, interpersonal and communications skills, with a focus on proactive problem solving.</p> <p>Ability to work successfully with a wide range of public and private sector partners and stakeholders.</p> <p>Ability to advise and influence a wide range of audiences, including through constructive challenge.</p> <p>Networking, partnership, advocacy, negotiating and presentation skills.</p> <p>Ability to operate effectively within the democratic process, with the acumen and skills to develop productive working relationships with staff within Tees Valley councils and development corporations.</p> <p>Experience of managing a team and developing effective team working.</p>		Interview
Personal Attributes	<p>Ability to lead and manage high quality, responsive and cost effective services, both directly and through partnerships where appropriate.</p> <p>Pro-active, motivated and well-organised with a drive for achievement.</p> <p>Strong communicator.</p> <p>Energy, stamina and resilience.</p> <p>A high degree of integrity.</p>		Interview

	Awareness of the need of customers, partners and other stakeholders.		
--	--	--	--

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.