March 2015

Our Ref: Recruitment/TSA2015

Dear Applicant

# Technical Support Administrator

Thank you for your interest in the above post. This letter encloses the following:

* Information about the post
* Application form

If you are interested in applying, please would you send the following:

* Completed application form
* Curriculum vitae

Following review of the applications, a short list of candidates will be contacted for interview. It is likely that at the interview stage candidates will be asked to undertake an administrative task which will form part of the selection process.

If you would like to talk more informally, please do not hesitate to contact the office and ask to speak to Erica Halliday (0191 605 3341) or Hayley Chriscoli, the Business Manager (01925 844004).

I look forward to hearing from you. Please submit applications by post, or by email to [recruitment@tep.uk.com](mailto:recruitment@tep.uk.com). The closing date is 5pm on Monday 16th March 2015.

Yours sincerely

Alistair McGregor

Principal Consultant

TEP

Technical Support Administrator

**The Opportunity**

TEP is the Homes and Communities Agency's (HCA) National Green Estates Consultant and assists with the management of the government’s surplus land portfolio awaiting development in England. TEP are seeking to recruit an enthusiastic, skilled administrator to assist TEP in maintaining the current service level to the HCA following the imminent departure of the present administrator.

**Background to the Post**

TEP is an award-winning multi-disciplinary environmental consultancy employing environmental planners, landscape architects and urban designers, landscape managers, ecologists and urban foresters and other professionals working on a wide-ranging portfolio. TEP is run by 3 Directors and employs around 130 professional and technical staff. Our head office is in Warrington, with a further three offices in Market Harborough, Gateshead and South London. We also employ home-based staff in other parts of the country. We are all passionate about creating quality places for the benefit of people, nature and business.

Our client base is very diverse and also includes Forestry Commission, United Utilities, National Grid, many Local Authorities, National Trust, major energy infrastructure firms, house builders, Groundwork Trusts and a number of Community Forests. Our green infrastructure work takes us across the British Isles. Please look at our website [www.tep.uk.com](http://www.tep.uk.com/) to see the breadth of our commissions.

**The Role and Requirements**

This is a full-time permanent contract. The role has 2 parts:

1. General administrative support for the NE office such as office post, stationery ordering, train/hotel booking, housekeeping duties, etc, and
2. Technical administrative support for the HCA contract operation. This includes production and recording of purchase order requests and invoice confirmations to facilitate contractor instruction and payment along with appropriate recording and tracking of this information. Along with collation/chasing of pertinent information, this allows the monitoring and forecasting of site budgets for the HCA client officers.

There will also be opportunity to support other areas of the HCA contract such as procurement support and the monitoring of contractors for ongoing document compliance.

**Person Specification**

**Essential:**

* Excellent literacy and numeracy skills
* Excellent communication skills
* Self-motivated
* Tenacious
* Ability to prioritise and manage workload
* Ability to work to deadlines
* Computer literacy in MS Office, Excel (especially), Word and Outlook
* Attention to detail
* Able to work well alone and also as part of a team

**Desirable:**

* Previous administrative experience
* Skills developed whilst working in a Consultancy environment

**Equal Opportunities**

TEP is an equal opportunities employer and is positive about disabled people. We will guarantee an interview for all disabled candidates meeting the eligibility criteria.

**To Apply**

Please send your completed application form and CV to recruitment@tep.uk.com.

**Closing Date**

Closing date for receipt of applictions is 5.00pm on Monday 16th March 2015.

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| **1. Personal Details** |

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| --- | --- |
| **Name** |  |
| **Address for correspondence**  **(inc postcode)** |  |
| **Telephone Number** |  |
| **Email address** |  |
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| **National Insurance No.** |  |

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| **2. HCA Pre-Employment Questions** |

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| --- | --- | --- | --- | --- | --- |
| **Are you a direct relative of anybody currently employed by the HCA?**  (Spouse, Partner, Child, Parent, Sibling) | **Yes** |  | **No** |  | If yes, unfortunately we will be unable to process your application any further, under guidance given to us as part of our contract with the HCA. |
| **Are you a relative of anybody currently employed by the HCA?**  (Grandparent, Aunt, Uncle, Cousin) | **Yes** |  | **No** |  | The HCA will use this information to judge whether the relationship is acceptable to the HCA. Acceptance by the HCA is a prerequisite to an interview being arranged. The HCA’s decision is final. |
| If yes, please confirm name, role and place of work. |  | | | | |
| **Do you have any other relationship with anybody currently employed by the HCA?** | **Yes** |  | **No** |  | The HCA will use this information to judge whether the relationship is acceptable to the HCA. Acceptance by the HCA is a prerequisite to an interview being arranged. The HCA’s decision is final. |
| If yes, please confirm name, role and place of work. |  | | | | |
| **If you have answered yes to any of the questions above, do you consider there to be a potential conflict of interest as a result of your relationship?** | **Yes** |  | **No** |  |  |

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| **Signed** |  |
| **Name** |  |
| **Date** |  |

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| **3. The Post** |

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| **Post applied for:** |  |
| **How did you hear about the post?** |  |
| **In 300 words, tell us about your career to date, your skills and the special attributes you can bring to TEP.** | |
| *You can provide your answer here, or use a separate sheet. Don’t worry if the text spills over into a separate page.* | |

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| **4. Education and Referees – either fill in details below or refer to your CV** (we will verify the authenticity of any qualifications stated on this form) |

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| **College or University attended**  **(State Dates)** | **Degree, diplomas etc. obtained**  **(State grades)** |
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| **Please give details of membership of any professional institutions or societies (and membership number, if known) relevant to the position applied for** |  | |
| **Please provide a name and contact details for two referees who can comment on your professional skills and work experience. One should normally be your present or most recent employer.**  **We will not contact your referees without your permission** | **Referee 1** | **Referee 2** |

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| **5. Present or Last Employment** |

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| **Please provide the name, address & telephone number of Company; and a contact name – we will only contact your employer with your permission** | | | | **Position held** | **Reason for leaving or wishing to leave** | **Current/ Last Salary and pension/benefits package** |
| Contact name  Tel:  Email: | | | |  |  |  |
| **Dates employed:** | **From**  **Month/**  **Year** |  | **To**  **Month/**  **Year** |  |  |  |

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| **6. Previous Employment –** if present or last employment was under 3 years please provide employment details to cover this period. If unemployed, please state period of unemployment. |

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| **Name and address of Company** | **Dates employed** | | **Position held** | | **Reason for leaving** |
|  | **From**  **Month/**  **Year** | **To**  **Month/**  **Year** |
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| **7. Other Information** |

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| **Do you hold a full valid UK driving licence, with 8 or fewer penalty points?** | **Yes** |  | **No** |  | **Comment:** |
| **Are you eligible to work in the UK?** | **Yes** |  | **No** |  | **Comment:** |
| **Have you undergone a DBS check\* (Basic Disclosure) in the last 12 months?** | **Yes** |  | **No** |  |  |
| If Yes, please give date: |  | | | | |
| **Have you undergone a screening test for Drugs & Alcohol\* in the last 12 months?** | **Yes** |  | **No** |  |  |
| If Yes, please give date: |  | | | | |

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| **\* Due to client requirements, if successful in your application you will be required to complete a DBS (Basic Disclosure) check and undertake a drugs & alcohol screening test as a condition of employment. If you have this information already, you will need to provide copies of the results to be held in your personnel file.** |

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| **Equal Opportunities –** TEP is an Investor in People. We operate an Equal Opportunities Policy and seek to ensure opportunities for everyone to work safely and maximise their abilities. |

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| **Do you consider yourself to have a disability or long-term health condition?** | **Yes** |  | **No** |  |  |
| **Could we make any special provisions to assist during interview or in your work if successful?** | **Yes** |  | **No** |  | **Details:** |

**I confirm that the information I have provided is true and complete to the best of my knowledge.**

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| **SIGNED:** |  |

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| --- | --- |
| **NAME:** |  |

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| **DATE:** |  |

Please send the completed form together with a recent copy of your CV marked ‘Private & Confidential – to Mags Chriscoli, TEP, Genesis Centre, Birchwood Science Park, Warrington, Cheshire, WA3 7BH or email a copy of the completed form to [recruitment@tep.uk.com](mailto:recruitment@tep.uk.com)

**OPTIONAL EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE**

TEP is committed to encouraging diversity, equality and respect as we believe this is good for individuals, society and our business. Our aim is that our workforce is representative of all sections of society and each colleague feels respected and able to give their best.

In order to help us towards this goal, we would like to monitor whether our job application process encourage all people to apply. To do so, we have reviewed advice from ACAS and, for TEP; we should like to monitor ethnicity of applications. The UK environmental sector is relatively under-represented in terms of ethnic minority communities and we wish to play our part in encouraging a wider diversity of talent entering the sector.

If you wish, please answer these questions along with the rest of your application form. The information you provide will be held confidentially and separately from the interview selection process. It will only be used for monitoring purposes to review the effectiveness of our policies.

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| **A ASIAN OR ASIAN BRITISH** |  |
| Bangladeshi |  |
| Indian |  |
| Pakistani |  |
| Any Other (please state) |  |
| **B BLACK OR BLACK BRITISH** |  |
| African |  |
| Caribbean |  |
| Any Other (please state) |  |
| **C CHINESE OR OTHER ETHNIC GROUP** |  |
| Chinese |  |
| Any Other (please state) |  |
| **D MIXED HERITAGE** |  |
| Asian and White |  |
| Black African and White |  |
| Black Caribbean and White |  |
| Any Other Mixed Background (please state) |  |
| **E WHITE** |  |
| British |  |
| Irish |  |
| Any Other (please state) |  |
| **F PREFER NOT TO SAY** |  |

Comments.……………………………………………………………………………………………