



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

ACTIVE TRAVEL RECRUITMENT PACK

CONTENTS

- Your application
- The Recruitment Process
- Job outline
- Active Travel
- Cambridgeshire and Peterborough Combined Authority
- Location and Communication
- Learning & Development
- Benefits

YOUR APPLICATION

Dear Applicant,

Thank you very much for your interest in this post. On the following pages, you will find details of the role and the selection process to assist you in completing and tailoring your application.

To apply you should submit:

- An up-to-date CV which shows your full career history
- A covering letter explaining why you are interested in this role, detailing how you are a good candidate for this post and how you fulfil the "Knowledge and Skills" criteria on the Job Summary.

Please note that applications can only be considered if all the documentation is complete. Please send your application, preferably in MS Word format by email to the recruitment team (recruitment@cambridgeshirepeterborough-ca.gov.uk).

Applications must be received by 9am Thursday 16th February 2023.

If you wish to have an informal discussion about the role and organisation, or if you have any other questions to help you decide whether to apply, please contact me Anna Graham, Transport Programme Manager, on anna.graham@cambridgeshirepeterborough-ca.gov.uk.

If you would like to discuss reasonable adjustments during the Recruitment process, please contact the Recruitment team (recruitment@cambridgeshirepeterborough-ca.gov.uk).

THE RECRUITMENT PROCESS

We are accepting applications until 9am Thursday 16th February 2023.

We have a one-stage recruitment process.

We will review applications, and if you have been shortlisted for an interview, this will be held on 24 February 2023.

This interview will be remote via Teams and expected to take one hour

JOB OUTLINE

Job Summary

Over recent years increasing numbers of cities, regions and city-regions have wanted to focus their activities further on walking and cycling and have appointed regional Cycling and Walking Commissioners (or equivalent roles) to steer and oversee these processes of transformation in how we get around.

This role will provide technical expertise and support to the new Active Travel Advocate, the Transport Team, wider Combined Authority and Constituent Councils. Working closely with constituent councils and stakeholders to enable the delivery of a well-connected and considered active travel network.

We are seeking an experienced and dynamic Active Travel Lead to join our team in Cambridgeshire. The successful candidate will be responsible for developing and implementing active travel initiatives that promote sustainable modes of transportation such as walking, cycling, and public transit.

Key Responsibilities

- Develop and implement active travel plans and programmes
- Identify and secure funding for active travel initiatives
- Collaborate with local government agencies, community groups, and other stakeholders to promote active travel
- Conduct research and gather data on active travel trends and best practices
- Prepare reports and presentations to communicate the benefits and progress of active travel initiatives
- Create and maintain relationships with key stakeholders and partners
- Provide guidance and support to staff and volunteers involved in active travel initiatives
- Ensure active travel initiatives are in compliance with relevant laws and regulations

Qualifications & Experience

- Bachelor's degree in a related field
- At least 3 years of experience in active travel, transportation planning, or a related field
- Strong knowledge of active travel best practices and trends
- Excellent communication and presentation skills
- Strong project management skills
- Experience in grant writing and securing funding
- Proficient in Microsoft Office
- Passion for promoting sustainable transportation and active living.

ACTIVE TRAVEL

WHAT IS ACTIVE TRAVEL?

The government ambition is to make cycling and walking the natural choices for shorter journeys, or as part of a longer journey by 2040. Walking and cycling are the least carbon intensive ways to travel. However, according to the Department for Transport analysis only 4% of the total distance travelled by households with access to a car. Journeys under 2 miles made up around 45% of all urban trips in England, in 2019, and journeys below 5 miles made up 58% of all car trips.

ACTIVE TRAVEL AT THE COMBINED AUTHORITY

Active travel is a key part of the Local Transport Plan and draft Local Transport and Connectivity Plan. The Combined Authority is committed to building on current successes in relation to active travel. Over recent years increasing numbers of cities, regions and city-regions have wanted to focus their activities further on walking and cycling and have appointed regional Cycling and Walking Commissioners (or equivalent roles) to steer and oversee these processes of transformation in how we get around.

This role will provide technical expertise and support to the new Active Travel Advocate, the Transport Team, wider Combined Authority and Constituent Councils. Working closely with constituent councils and stakeholders to enable the delivery of a well-connected and considered active travel network.

THE COMBINED AUTHORITY

On 3 March 2017, Cambridgeshire & Peterborough Combined Authority was established as a Mayoral Combined Authority for the Cambridgeshire and Peterborough area, with powers being devolved to it by Central Government most particularly in regard to securing major developments and improvements in respect of Transport, Housing, Education and Skills across the region with a vision to make Cambridgeshire and Peterborough the leading place in the world to learn, live and work.

The mission of the Combined Authority is to make life better, healthier, and fairer for all.

The Combined Authority works with our local councils, the Business Board (Local Enterprise Partnership), local public services, Government departments and agencies, universities and businesses to grow the local and national economy.

The Combined Authority is a lean and effective local authority. We deliver practical, ambitious projects that increase wellbeing and economic growth across the region, levelling up and empowering the North of Cambridgeshire while building on and accelerating the ambition and international reputation of the South.

It is made up of a directly elected Mayor and the following seven local authorities (referred to as the Constituent Councils) and the Business Board (Local Enterprise Partnership):

Cambridge City Council, South Cambridgeshire District Council, East Cambridgeshire District Council, Cambridgeshire County Council, Huntingdonshire District Council, Fenland District Council and Peterborough City Council.

LOCATION AND COMMUNICATION



- Cambridgeshire and Peterborough Combined Authority operates an Agile Way of working. This means splitting your time between the office in Huntingdon and working remotely.
- The Office is located on the 2nd floor, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN. There are no Car Parking facilities onsite.
- Discussions with your manager will establish how frequently you may be needed to work in the office, although it is generally expected that you will be in the office around one day per week.
- We have a weekly meeting with all staff invited, led by the Chief Executive and colleagues within the Executive Team. We also have a weekly staff newsletter

LEARNING AND DEVELOPMENT

We are committed to learning and development in the Combined Authority and will consider supporting you with the cost of your professional qualifications. Have a conversation with the Recruiting Manager if you think this applies to you.

INDUCTION

We hold IT and HR Inductions on Day 1, to enable you to learn more about the Authority on your first day. This is also followed by the completion of some mandatory e-Learning. We are introducing Corporate Inductions in 2023. You will spend half a day in our office at Pathfinder House, getting to know other new starters and learning more about our organisation.

PROBATION

Once you start with us you will have a 6-month probation period to ensure that you are properly supported as you learn your new job and what is expected of you. We also want to identify any training or development needs you may have and put objectives in place to support you in your role and future career. You'll have regular meetings with your line manager to discuss your progress.

APPRAISALS

We want to ensure that everyone can discuss their performance and development with their manager. During the appraisal, you will receive clear feedback on how you have been doing and set clear objectives for the coming year.

BENEFITS

ANNUAL LEAVE

This is pro-rata'd if you work part-time. In addition, we have a reduced service operating between Christmas and New Year.

You are given an additional 2 days during this week; you will need to use one day from your entitlement (shown below) for the third day

Length of Service	Annual Leave Entitlement
Up to 5 years	25 days + 8 Bank Holidays
Between 5 and 10 years	29 days + 8 Bank Holidays
Between 10 and 15 years	30 days + 8 Bank Holidays
More than 15 years	31 days + 8 Bank Holidays

PENSION

We are members of the Local Government Pension Scheme. You will contribute from 6.3%, and we will contribute from 18.3%.

Actual Pay	Employee pension contribution (monthly)	Employer pension contribution (monthly)
Up to £15,000	Up to £72.50	Up to £228.74
£15,000-£23,600	From £72.50	From £228.75
£23,601-£38,300	From £127.84	From £359.92
£38,301-£48,500	From £214.04	From £584.09
£48,501-£67,900	From £343.55	From £739.64
£67,901-£96,200	From £560.18	From £1035.49
£96,201-£113,400	From £841.76	From £1467.01
£113,401-£170,100	From £1077.31	From £1729.37

WELLBEING

We have a comprehensive wellbeing package. This includes access to an employee assistance programme, a network of mental health first aiders across the organization and monthly Mental Health & Wellbeing Meetings where we talk about a diverse range of topics.

BENEFITS



Family Friendly Policies including flexible working, occupational maternity, paternity and adoption leave.



24/7 Employee Assistance Program for you.



Access to the **Cycle2Work** scheme.



Payment of professional subscription fees relevant to your role (one per year, after completing your first 6 months in post).



Learning and Development opportunities to support your career progression.



Benefits Provider: we are hoping to introduce this in 2023.