




**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

A blurred background image of a man with a beard, wearing a brown jacket over a grey shirt, pointing his right index finger towards the camera. The image is partially obscured by teal geometric shapes in the corners.

ASSISTANT DIRECTOR, SKILLS AND EMPLOYMENT RECRUITMENT PACK

CONTENTS

- Your application
- The Recruitment Process
- Job outline
- Economy & Growth
- 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 criteria on the Job Outline.

Please note that applications can only be considered if all the documentation is complete. Please send your application with a covering letter by email to the recruitment team (recruitment@cambridgeshirepeterborough-ca.gov.uk). If you would like to discuss reasonable adjustments during the Recruitment process, you can also contact the Recruitment Team.

Applications must be received by **9am Monday 19th February 2024**.

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 Richard Kenny, Executive Director Economy & Growth, richard.kenny@cambridgeshirepeterborough-ca.gov.uk.

THE RECRUITMENT PROCESS

We are accepting applications until 9am Monday 19th February 2024

We have a two part recruitment process.

We will review applications, and if you have been shortlisted, there will be a stakeholder panel held w/c 26th February. This will be followed by the interview, which will be held either Friday 1st March or w/c 4th March.

The interview will be in person in Huntingdon. We expect the panel to be remote via Teams.

JOB OUTLINE

Role	Assistant Director, Skills and Employment
Reports to	Executive Director, Economy and Growth
Grade; Salary	Hay Band 5, £88,703-107,971

Job Purpose

To stimulate, promote and enable economic growth through the improvement of human capital through skills, to reduce inequalities across our communities, as part of the effort to narrow the gaps in life expectancy and income between places. To provide system leadership, ensuring that skills supply is aligned to skills demand in the Combined Authority area.

Key Responsibilities

- To provide the strategic direction for the development of skills provision within Cambridgeshire and Peterborough, ensuring that the Employment and Skills Strategy is implemented and embedded within the Skills System
- To provide system leadership across the skills landscape in Cambridgeshire and Peterborough, influencing key stakeholders and partners to work together for the benefit of the region.
- Design and put in place programmes to generate a measurable improvement in skills provision, to provide a workforce matched to business needs, delivering inclusive and greener growth.
- Target priority sectors that will achieve more inclusive and greener growth.
- Design and implement a whole skills system to create a pipeline of skilled people to satisfy business and public sector current and future skills requirements.
- To ensure all skills programmes are compliant and meet their KPIs
- To actively seek new sources of funding for more skills provision within the Combined Authority
- Support and progress the development of Peterborough University and make the CPCA delivery of the devolved Adult Education Budget, an exemplar nationally for economic and human capital impacts.
- To provide leadership and join partnership working on the work and health agenda.

Political Restriction

This post is politically restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside of work.

JOB OUTLINE

Ensure all skills programmes are compliant and performing, including but not limited to:

- Adult education Budget
- Multiply
- Skills Bootcamps
- Careers and Enterprise Company Contract
- Skills Brokerage (currently Growth Works With Skills)
- Develop a comprehensive ask for skills and employment for the next phases of devolution deals and opportunities.
- Actively seek new sources of funding to wider the skills portfolio

Partnerships

Work in partnership, providing system leadership with business and the private sector, and with national and local public sector organisations to deliver the region's business and skills ambitions, including:

- Employers and representative groups in key sectors and clusters in the region and beyond.
- National Government - developing productive relationships that work for the region with national agencies and Whitehall departments.
- Universities, Colleges and other training and skills providers.

JOB OUTLINE

Core Director Responsibilities

- Lead the development of strategy, policy and planning for skills.
- Oversee delivery of key parts of the Combined Authority Delivery Plan – commissioning activity and/ or working with lead partners.
- Ensure adherence to Combined Authority's Assurance Framework in all programmes and activity.
- Ensure appropriate management arrangements are in place for health and safety in accordance with the organisation's policy, allowing it to meet legal obligations and demonstrate effective governance
- Ensure identification and compliance with EDI improvements/changes across all services and service delivery and give due regard to the requirements of the Public Sector Equality Duty when carrying out duties and functions/activities
- Deliver quality, consistent and value for money services through effective policy development, service, financial and business planning and robust performance management
- Lead a focused and high performing team, regularly reporting on outcomes, outputs and delivery.
- Act as an ambassador for the Combined Authority on appropriate internal and external bodies and at relevant committees and meetings.
- Provide direct support to the Mayor, Combined Authority Board and Business Board Directors.
- Attend meetings and executive groups providing effective operational and strategic input to decision making, and delivering any outputs and outcomes that are delegated from them.
- Empower teams to work within a risk management and governance framework that sets out evidence-based decision making parameters (including financial) and the organisations appetite for risk
- Ensure effective deployment of resources to drive strategic initiatives and encourage innovation of service delivery methods and improvements

JOB OUTLINE

Person Specification

Leadership Behaviours

- Expansive, creative business thinker – thinks outside ‘tried and tested’ models or approaches
- Exceptional communicator and relationship-builder that generates confidence in colleagues, members and senior business stakeholders
- Strong political awareness – able to assimilate and navigate political contexts with skill
- Highly adaptable – to changing circumstances and demands
- Collaborative – works productively with peers, team and others
- Motivated – driven by personal and organisational achievement

Qualifications and Knowledge

- Business strategy and planning to deliver growth
- Creating products and services to support businesses across different sectors and clusters
- Demonstrable track record of negotiating financial and commercial contracts
- Knowledge of strategic business and employment regulations, national policies and professional best practice
- Understanding of the region’s business community would be desirable
- Degree level or equivalent experience

Experience

- Successful track record at senior management level within an organisation of comparable scope and complexity
- Proven track record in the formulation and delivery of strategies and policies in an organisation of comparable scope and complexity
- Proven track record and demonstrable credibility in developing strong, productive partnerships and relationships
- Significant experience and demonstrable success in delivering growth
- A successful track record of engaging effectively with others at a senior level and building productive partnerships with keystakeholders.
- Understanding of key local government politics, political structures and culture

ECONOMY AND GROWTH

The Combined Authority's key goal is to drive and improve economic growth across Cambridgeshire and Peterborough. Our Growth Works Service has been established to support businesses with solutions to barriers they may face. With our Business Board, we are committed to helping to create the environment to drive inclusive regional growth. We are continually working with employers to understand their needs and to identify what can be done to boost productivity and prosperity across our region.

- Economic Regeneration & Growth Strategy and delivery including LGF
- Business Engagement and Support,
- Innovation and Growth
- Strategic Development Initiatives
- Sector Strategies
- University of Peterborough

The Cambridgeshire and Peterborough economy has risen to global prominence over the last thirty years, through our unique mix of academia, research and entrepreneurial spirit. It's exciting, but we are at a critical phase in our growth where we need to invest in taking our success forward. We want to drive growth, but not solely in a few small pockets of the region: we believe every part of Cambridgeshire and Peterborough can grow and thrive with the right support.

The vision is to continue to build a globally competitive economy offering high-skilled, well-paid, good quality jobs, delivering increased productivity and prosperity to support resilient and healthy communities.

THE COMBINED AUTHORITY

The Cambridgeshire & Peterborough Combined Authority was established as a Mayoral Combined Authority to make life better, healthier, and fairer for all.

As the authority revises its focus to 2025, much of the original purpose and ambition remains, with increased attention to address post-pandemic areas of deficit and more recent impact of climate, energy, and cost of living crises.

This strategy signals a transition from the original devolution and broad ambition of the Combined Authority to a more focused strategic ambition and defined priority areas enabling a prosperous Cambridgeshire and Peterborough region; one that is more equitable, more environmentally sustainable, and securing good growth for its residents and businesses.

The Combined Authority comprises the seven local authorities (referred to as the Constituent Councils) and the Business Board (Local Enterprise Partnership) for the Cambridgeshire and Peterborough region. Working with Cambridge City Council, Cambridgeshire County Council, East Cambridgeshire District Council, Fenland District Council, Huntingdonshire District Council, Peterborough City Council, South Cambridgeshire District Council and business leaders allows the Combined Authority to convene significant knowledge, expertise and local intelligence.

The Combined Authority and its constituent councils are committed to working together to enable sustainable growth. Partnership working and delivery together with constituent councils, NHS, Integrated Care System (ICS), businesses, community groups and organisations across the region is recognised by the Combined Authority as being pivotal in delivering the ambitions for the area.

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 is public parking a short distance from the offices.

- 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. This is in addition to the communications that take place within your own directorate and teams.

We have regular all staff events that take place once a quarter, where we come together in the office.

LEARNING AND DEVELOPMENT

We are committed to learning and development in the Combined Authority.

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. During your first few months, you will be required to attend a Corporate Induction. 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. The objectives will link to our values and behaviours.

BENEFITS

ANNUAL LEAVE

This is pro-rata'd if you work part-time. The entitlement includes 8 bank holidays.

Length of Service	
Up to 5 years	34 days
Between 5 and 10 years	38 days
Between 10 and 15 years	39 days
Over 15 years	40 days

PENSION

We are members of the Local Government Pension Scheme. You will contribute **from 6.3%** depending on your salary. CPCA will contribute **between 15.3%-18.3%** of an employee's salary. The amount the organisation pays can vary from time to time and is usually reviewed by LGPS every 3 years. To note, where there is a small variance in the organisations rate, this does not affect the amount of pension that an individual would receive as this is set by the Local Government Pension Scheme.

BENEFITS

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.



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



24/7 Employee Assistance Program for you.



Learning and Development opportunities to support your career progression.



Payment of professional subscription fees relevant to your role (one per year, after passing probation).



Benefits Provider: we offer a range of Benefits through Vivup.