



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Advanced Materials and Manufacturing Recruitment PACK

CONTENTS

- Your application
- The Recruitment Process
- Job outline
- Resources & Performance
- 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 visit this link:

<https://cambridgeshirepeterborough-ca.gov.uk/about-us/vacancies/>

If you would like to discuss reasonable adjustments during the Recruitment process, you can also contact the Recruitment Team by emailing recruitment@cambridgeshirepeterborough-ca.gov.uk

Applications must be received by Monday 18th March 2024.

THE RECRUITMENT PROCESS

We are accepting applications until Friday 18th February

We have a one-stage recruitment process.

The first interview will be held over Teams w/c 25th March.

JOB OUTLINE

Salary starts at £44,428–48,474.

Job Purpose:

To drive the delivery of the Combined Authority planned strategic growth of the Advanced Materials & Manufacturing sector to achieve the CPCA's ambition for inclusive and sustainable growth across the whole of Cambridgeshire & Peterborough economy.

Core focus to provide a strategic view of Advanced Materials & Manufacturing growth potential across the Combined Authority supporting the implementation and delivery of the recently commissioned Advanced Materials & Manufacturing Strategy for the Region. This includes the following:

- To identify & ensure funding opportunities to support the delivery of Advanced Manufacturing & Materials Growth in the CPCA region.
- To develop partnerships, bringing together key stakeholders and delivery organisations to support the delivery and implementation of the Combined Authority Advanced Materials & Manufacturing sector Strategic Action Plan.
- To develop strategic relationships with key central Government Departments to further the Combined Authority position as a leader in Advanced Materials & Manufacturing, to also attract the relevant funding to enable delivery of interventions or programmes to support growth in the Advanced Materials & Manufacturing sector.
- To assist as required the Trade, investment and Innovation Senior Responsible Officer in responding to and supporting Inward Investment enquiries from companies or organisations wishing to invest or set up operations in the Cambridgeshire and Peterborough area.
- To work with the Combined Authority's Skills Team to help them define priority skills / workforce sector needs. Enabling/ facilitating appropriate connections with the sector and the C&P Skills Team.
- To support the development of a Combined Authority Internationalisation plan across Cambridgeshire and Peterborough, plus support the implementation and delivery of the Internationalisation plan as it relates to Advanced Materials & Manufacturing sector.

JOB OUTLINE

Person Specification

QUALIFICATIONS & KNOWLEDGE

- Proven track record in leading & coordinating external partners and stakeholders to create an active Advanced Manufacturing & Materials community.
- Good strategic understanding and knowledge of strategy development
- Knowledge of analysing and prioritising business sectoral challenges and opportunities
- Excellent programme & project management skills
- Excellent relationship manager
- Excellent communication and networking skills with confidence in own ability
- Good presentation skills
- Knowledge of strategy management including processes, procedures and tools.
- Knowledge of effective reporting at a strategic level

EXPERIENCE

- 5+ years' experience or knowledge in Advanced Manufacturing & Materials industry
- Experience of developing and exploiting partnerships to drive growth.
- A creative and innovative approach to handling strategy development
- An excellent communicator able to engage with a range of partners and stakeholders including local authorities, businesses and Government.
- Excellent organisational skills

Behaviours

- Excellent communicator
- Accurate and clear approach to reporting
- Highly positive approach to work
- Highly adaptable – to changing circumstances and demands.
- Collaborative – works productively with peers, team, partners and others.
- Motivated – driven by personal and organisational achievement.
- Strong organisational skills
- Proven experience in Economic Development programmes and Advanced Manufacturing & Materials sector in particular

RESOURCES AND PERFORMANCE

This directorate is front and centre of our Combined Authority operations. It is proud to say that it works with everybody, from Government departments, the M10 group of Metro Mayors, and constituent councils, to colleagues across the whole range Combined Authority departments.

Resources and Performance delivers many of the vital back-office functions of the Combined Authority, looking after governance, procurement, legal, funding streams, HR, and being a driver and champion of transformation through the Combined Authority's improvement programme and the development of professional partnerships and 'centres of excellence' with other councils.

As the new directorate moves forward, it will evolve a long-term financial strategy to help Cambridgeshire & Peterborough realise its ambitions and release its potential – and it play a key role as 'critical friend', challenging systems and behaviours to ensure the Combined Authority's quest for excellence is unceasing.

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.