



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Assistant Director, Bus Transformation Recruitment Pack

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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 26th June 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 Steve Cox, Executive Director, Place & Connectivity, Steve.Cox@cambridgeshirepeterborough-ca.gov.uk.

THE RECRUITMENT PROCESS

We are accepting applications until 9am 26th June 2023.

We have a two-stage recruitment process.

We will review applications, and if you have been shortlisted for an interview, this will be held w/c 26th June 2023 or 3rd July 2023.

This interview will be remote via Teams for first stage and expected to take one hour. Second stage will be face to face at the Huntingdon office.

JOB OUTLINE

Salary is between £85,390–103,938 per annum.

Key responsibilities:

Strategy Development and Implementation:

- Develop and implement a strategic plan for the transformation of the bus network in Cambridgeshire and Peterborough, including service improvements, infrastructure upgrades, and integrated ticketing solutions. This includes the implementation of the Bus Service Improvement Plan, progressing Bus Reform and leading a range of bus-related projects.
- Ensure alignment with wider transportation strategies and objectives, such as sustainability, accessibility, and social inclusion.

Stakeholder Engagement:

- Establish and maintain strong relationships with key stakeholders, including local authorities, bus operators, community organisations, and other partners.
- Lead engagement with the Mayor of CPCA and other elected members to shape and support the work programme.
- Communicate project updates and progress to stakeholders, ensuring transparency and accountability.
- Engage with the public to gather input on the bus network transformation and incorporate feedback into the project planning and implementation process.
- **Commercial Decision Making and Financial Management:**
- Oversee the tendering process for bus contracts, ensuring compliance with procurement regulations and alignment with project objectives.
- Manage the section budget, including allocating resources, monitoring expenditures, and identifying cost-saving opportunities.
- Provide financial oversight for capital bus-related projects, ensuring they are delivered on time and within budget.
- Collaborate with the finance team to develop financial forecasts, reports, and risk assessments related to the bus transformation project.

Job outline

Project Management:

- Oversee the planning, execution, monitoring, and evaluation of the bus transformation project, ensuring that all milestones and deliverables are met on time and within budget.
- Coordinate and collaborate with various team members, including Network Planners, Bus Infrastructure Project Managers, a Ticketing Project Manager, and other support staff.
- Manage project risks and develop mitigation strategies as needed.

Team Leadership and Management:


- Lead, motivate, and develop a high-performing team of specialists, including Network Planners, Bus Infrastructure Project Managers, a Ticketing Project Manager, and support staff from Procurement, Legal, Finance, Human Resources, and Communications departments.
- Foster a collaborative and inclusive working environment that encourages creativity, innovation, and continuous improvement.
- Reporting and Performance Management:
- Provide regular progress reports to senior management and relevant committees or boards, highlighting project achievements, challenges, and future plans.
- Develop and implement a performance management framework to monitor and evaluate the success of the bus transformation project, making adjustments as needed to ensure optimal results.



PLACE AND CONNECTIVITY

Place and Connectivity does exactly what it says on the tin. Join this new directorate and you will be at the heart of what makes Cambridgeshire and Peterborough unique and what makes it tick. Transport, Housing, the Energy Hub, Climate Action, Digital Connectivity, Spatial Planning, P&C is a passionate advocate of the area, to improving people's daily lives, committed to realising the Combined Authority's priorities and vision.

Whether delivering towards Net Zero, fit-for-the-future rail and road infrastructure, walking and cycling strategy, or the rollout of lightning fast broadband across the region, Place and Connectivity is a powerhouse generating the Cambridgeshire & Peterborough of the future.



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%, and we will contribute from 18.3%.

If your actual pensionable pay is:	You pay a contribution rate of:	Employee monthly contributions (monthly)		Employer monthly contributions (monthly)	
		Up to	£	From	£
Up to £16,500	5.5%	Up to	£75.63	From	£251.63
£16,501 to £25,900	5.8%	From	£79.75	From	£251.64
£25,901 to £42,100	6.5%	From	£140.30	From	£394.99
£42,101 to £53,300	6.8%	From	£238.57	From	£642.04
£53,301 to £74,700	8.5%	From	£377.55	From	£812.84
£74,701 to £105,900	9.9%	From	£616.28	From	£1,139.19
£105,901 to £124,800	10.5%	From	£926.63	From	£1,614.99
£124,801 to £187,200	11.4%	From	£1,185.61	From	£1,903.22
£187,201 or more	12.5%	From	£1,950.01	From	£2,854.82

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.