



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Assistant Director Transport 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 Monday 8th April 2024.**

THE RECRUITMENT PROCESS

We are accepting applications until 9am Monday 8th April 2024

Interview process will be two stages

We will review applications and provide you with a update within 2 weeks

First stage interviews will be held remotely on Microsoft Teams. Final stage will be held in person in our Pathfinder House office

JOB OUTLINE

Role	Assistant Director Transport
Reports to	Executive Director, Place & Connectivity
Grade; Salary	£88,703 to £107,971

Job Purpose

To stimulate, promote and enable inclusive and sustainable economic growth through the management and delivery of transport services that deliver CPCA's corporate objectives for good growth, improving connectivity and resilient communities and the Mayoral pledge for a locally determined innovative public transport system that is fit for the future.

To lead initiatives that drive forward delivery of the Local Transport and Connectivity Plan (LTCP) and its policies and ambitions. This would include, the LTCP Implementation Plan and associated strategies; major transport scheme and business plan development; transport programme management; delivery of innovative transport solutions; and securing funding for and delivering transport projects.

Key Responsibilities

- To lead the CPCA's strategic transport authority function by leading and overseeing the delivery of the LTCP by the CPCA and by partner organisations and by ensuring transport policy is constantly monitored, reviewed and refreshed as necessary.
- To lead the preparation and completion of the LTCP Implementation Plan, and the programme of LTCP related strategies as agreed by the Transport and Infrastructure Committee.
- To convene and chair the CPCA Transport Programme Board, as the key thematic governance mechanism for the transport capital programme, ensuring that programme metrics are clear and transparent and that the Board, including partner representatives, is an effective forum for reviewing, challenging and securing assurance on project delivery, risk management and spend, including monitoring and valuation outcomes from delivery.
- To oversee the delivery of key and complex projects, including named schemes, working closely with the highway authority and others as the delivery partner with the CPCA as the project sponsor, accountable to DfT.
- Ensure all transport programmes are compliant and performing in line with the Single Assurance Framework, including but not limited to:
 - Transforming Cities Fund
 - Transport capital programme, outside of TCF
 - Other funding programmes secured from Government, such as active travel and Levi.

JOB OUTLINE

Person Specification:

Qualifications & Knowledge

- Degree level or equivalent experience in a relevant field such as Transportation or Civil Engineering, or a related discipline
- Chartered membership in a relevant field (e.g. Chartered Institute of Highways & Transportation)
- Demonstrable track record of securing external funding
- Managing large complex capital budgets and projects to delivery in a public sector context

Experience

- Successful track record at senior management level within the transportation sector, preferably within a public sector organisation
- Proven experience of successfully managing large scale complex transport services, programmes and projects
- Proven track record in the formulation and delivery of strategies and policies in Transport and connectivity
- Proven track record and demonstrable credibility in developing strong, productive partnerships and dealing with challenging relationships
- Experience of key local government politics, political structures and culture
- Experience of risk management and budget management at a senior level
- Experience of transforming strategy into successful delivery
- Experience of working with complex business cases, appraisal and approval processes

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
- Evidence of 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

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%** 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.