



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

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

# **BUSINESS SUPPORT APPRENTICE 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 please visit this website to complete your application <https://www.findapprenticeship.service.gov.uk/apprenticeship/1000173093>.

Please note that applications can only be considered if the application is completed. If you would like to discuss reasonable adjustments during the Recruitment process, you can also add this to your application.

We will be assessing applications as they come in, and interviews may take place before the closing date.

Applications must be received by **9am 17th July 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 Louisa Simpson, Strategic Funds Programme Lead,  
[louisa.simpson@cambridgeshirepeterborough-ca.gov.uk](mailto:louisa.simpson@cambridgeshirepeterborough-ca.gov.uk).

# THE RECRUITMENT PROCESS

We are accepting applications until 9am Monday 17th July 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 in June/July 2023.

This interview will be held in our office in Huntingdon and expected to take one hour

# JOB OUTLINE

**Salary starts at £21,575.**

**Role:**

- Business Support Apprentice
- Reports to Strategic Funds Programme Leader

**Job Purpose:**

- To provide efficient, effective all-round administrative support to the team.
- To support with the organisational management and function of the team.
- To develop skills, in the future job roles may include Business Support Officer roles.

**Key Responsibilities:**

- The role supports the Project team under the guidance of the Line Manager to provide all round administrative support. The role focuses on digital related support and includes:
  - Monitoring and responding to emails in the Shared inbox
  - Support the co-ordination of the administration and project admin support
  - Data inputting and processing
  - Assisting with telephone enquiries and emails
  - General office administration support such as taking notes
  - Assisting with arrangements for internal meetings
  - Logging issues with the relevant parties
  - Helping to process data in the Combined Authority's digital systems
  - Coordinating with Constituent Councils
  - Helping to create content for social media campaigns
  - Updating text and carrying out corrections on designed documents
  - To maintain a suite of reporting documents, contract documents, historical and current supporting documents, evidence of delivery for claims;
  - Administration support to the Strategic Funds team to gather data to enable PMO to produce monthly and quarterly monitoring and evaluation reports;
  - Work with the CPCA administration and technical support team to coordinate administrative support within their team, and collaboration across the Combined Authority
  - Support the organisation and preparation of regular update meetings.
  - Provide administration support from time to time around the key strategic CPCA projects.
  - Create and issue monthly and quarterly reports, budget sheets, claim forms and expenditure forms
  - Match all claims against the invoice proof provided, resolving any issues directly with the project leads before sending these to management for approval and to finance for payment;
  - Arrange meetings as required for the team with project leads for progress review or update meetings, acting as the first point of contact for any queries.

# 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%, 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 £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.