



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

PA 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 “Knowledge and Skills” criteria on the Job Summary.

Please note that applications can only be considered if all the documentation is complete. Please send your application, preferably in MS Word format by email to the recruitment team (recruitment@cambridgeshirepeterborough-ca.gov.uk).

Applications must be received by 9am Monday 24 April 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 Stephanie Prior, Executive Support Manager, on stephanie.prior@cambridgeshirepeterborough-ca.gov.uk.

If you would like to discuss reasonable adjustments during the Recruitment process, please contact the Recruitment team (recruitment@cambridgeshirepeterborough-ca.gov.uk).

THE RECRUITMENT PROCESS

We are accepting applications until 9am 24 April.

We have a one-stage recruitment process.

We will review applications, and if you have been shortlisted for an interview, we will be in touch to arrange this.

This interview will be remote via Teams and expected to take one hour

JOB OUTLINE

Salary starts at £27,852

Key Responsibilities include:

- Diary and calendar management for the Executive Director of Economy and Growth, including organising meetings and providing supporting documents as required
- Provide email inbox management support, monitoring of a shared inbox and directing queries to other team members as appropriate ensuring there is sufficient time between meetings daily, for the director to clear emails remaining, after you have handled those you are able to, on the director's behalf
- Support the co-ordination of regular meetings including the preparations, and distributing supporting materials and agendas
- Keep the Forward Plan of papers up to date to ensure that reports are captured and submitted in time
- Ensure that dates of key meetings and paper deadlines are in the Economy and Growth teams diary
- To take effective notes and actions during meetings and keep records
- Proactively track the progress of outstanding actions and tasks, including liaising with action owners
- Carry out formatting and checking of draft documents created by Executive Director of Economy and Growth
- To maintain a suite of reporting documents, contract documents, historical and current supporting documents
- Creation of PowerPoint presentations, reports and documents as and when required
- Provide support and holiday cover for other EA/PAs, including diary management and monitoring of inbox for other Executive Directors when required
- Championing the Combined Authority values, especially working as one organisation and acting as 'one voice' for Cambridgeshire and Peterborough.
- Undertake other duties as may, from time to time, be allocated commensurate with the seniority and qualifications of the post.

ECONOMY & 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. We are committed to giving local people the skills and training they need to improve their life chances and drive inclusive regional growth. We are continually working with local employers to understand their skills need and to identify the most prominent skills gaps across our region.

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 just in a couple of small pockets of the region: we believe every single part of Cambridgeshire and Peterborough can grow and thrive with the right support.

The vision for skills is to create a successful, globally competitive economy offering high-skills, well-paid, good quality jobs, delivering increased productivity and prosperity to support strong, sustainable and healthy communities and enabled by an inclusive, world-class local skills system that matches the needs of our employers, learners and communities.

We understand the unique circumstances of local people. the economy, communities and the suppliers of education and training including independent training providers, further education colleges and local authorities. We want to support learners and their families in driving up aspiration.

THE COMBINED AUTHORITY

On 3 March 2017, Cambridgeshire & Peterborough Combined Authority was established as a Mayoral Combined Authority for the Cambridgeshire and Peterborough area, with powers being devolved to it by Central Government most particularly in regard to securing major developments and improvements in respect of Transport, Housing, Education and Skills across the region with a vision to make Cambridgeshire and Peterborough the leading place in the world to learn, live and work.

The mission of the Combined Authority is to make life better, healthier, and fairer for all.

The Combined Authority works with our local councils, the Business Board (Local Enterprise Partnership), local public services, Government departments and agencies, universities and businesses to grow the local and national economy.

The Combined Authority is a lean and effective local authority. We deliver practical, ambitious projects that increase wellbeing and economic growth across the region, levelling up and empowering the North of Cambridgeshire while building on and accelerating the ambition and international reputation of the South.

It is made up of a directly elected Mayor and the following seven local authorities (referred to as the Constituent Councils) and the Business Board (Local Enterprise Partnership):

- Cambridge City Council
- East Cambridgeshire District Council
- Huntingdonshire District Council
- South Cambridgeshire District Council.
- Cambridgeshire County Council
- Fenland District Council
- Peterborough City Council

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 are no Car Parking facilities onsite.
- 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

LEARNING AND DEVELOPMENT

We are committed to learning and development in the Combined Authority and will consider supporting you with the cost of your professional qualifications. Have a conversation with the Recruiting Manager if you think this applies to you.

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.

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.

BENEFITS

ANNUAL LEAVE

This is pro-rata'd if you work part-time.

Length of Service	Annual leave entitlement
Up to 5 years service	26 Days + 8 Bank Holidays
Between 5 and 10 years	30 Days + 8 Bank Holidays
Between 10 and 15 years	31 Days + 8 Bank Holidays
More than 15 years	32 Days + 8 Bank Holidays

PENSION

We are members of the Local Government Pension Scheme. You will contribute between 5.5% and 12.5% depending on your salary, and we will contribute from 18.3%.

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.

OUR TEAM



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



24/7 Employee Assistance Program for you.



Access to the **Cycle2Work** scheme.



Payment of professional subscription fees relevant to your role (one per year, after completing your first 6 months in post).



Learning and Development opportunities to support your career progression.



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