



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

PMO Programme Lead RECRUITMENT PACK

CONTENTS

- Your application
- The Recruitment Process
- Job outline
- Resource and 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 submit:

- An up-to-date CV which shows your full career history
- A personal statement 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 am **9am 16th September**

THE RECRUITMENT PROCESS

We are accepting applications until 9am 16th September .

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 September 16th

The first stage interview will be remote via Teams and expected to take one hour

JOB OUTLINE

Salary: £52,580-58,064

Key responsibilities:

- Providing effective leadership to the designated programme, leading, managing and motivating all partners and stakeholders to achieve the CPCA objectives and agreed priority outcomes.
- Implementing the Single Assurance, Performance Management and Risk Management frameworks, ensuring that the wide range of projects are co-ordinated and sequenced as a whole, and keeping an overview of individual project progress, issues and risks.
- Working closely with key stakeholders and public sector partners to ensure that the vision for the CPCA is delivered.
- Supporting the directorates and constituent councils in the progress of their respective projects.
- Developing robust business cases/funding bids which provide the necessary insight upon which to make evidence-based decisions as necessary.
- Manage resources within agreed procedures and budgets, securing appropriate project budgets and ensure effective financial management controls are in place to provide timely budget monitoring information.
- Providing timely and effective communication to all key stakeholders and partners, including the developing communications plans to support projects and contribute to the delivery.

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.

CHIEF EXECUTIVE'S OFFICE

This role sits within the newly formed Chief Executive's Office where Mayoral Support, Policy, Communications, Public Affairs and Executive Support have come together as one team to drive forward sustainable and lasting change for our communities. The Chief Executive's Office balances shaping policy and strategy, lobbying for future investment in Cambridgeshire & Peterborough, monitoring and evaluating the impacts the Combined Authority has and celebrating those successes with ensuring we work effectively as one organisation and with other key stakeholders and partners.

At the heart of this is ensuring the Mayor of Cambridgeshire and Peterborough is an effective leader both locally and nationally. This includes ensuring the Mayor is supported to develop and promote the Mayoral Pledges, ensuring Mayoral correspondence is dealt with swiftly and that opportunities to raise the Mayor's profile and role as a local leader are maximised.

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.



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 GREATER SOUTH EAST NET ZERO HUB

The Greater South East Net Zero Hub works with public sector organisations, community enterprises and a wide range of stakeholders to develop and support the delivery of projects to accelerate the transition to Net Zero. The Cambridgeshire and Peterborough Combined Authority is the Accountable Body for the Hub, and the Hub Board provides the strategic direction.

There are five Local Net Zero Hubs across England set up by the UK government in 2018 and funded by the Department for Energy Security and Net Zero (DESNEZ), all Hubs work together to help the UK reach Net Zero.

The Hub has a project portfolio that includes:

- Technical assistance to develop investable Net Zero & local energy projects
- Public sector estate decarbonisation
- Delivery of domestic housing retrofit
- Community energy; Policy development
- Strategic and research projects; Knowledge transfer
- Administration of the Local Energy Advice Demonstrators & Rural Community Energy Fund

Since 2018, the Net Zero Hubs have supported 200+ major net zero projects valued at over £4Bn including:

Large scale solar, Heat Networks, Smart Grids, Domestic retrofit, Hydrogen development, Public estate-wide energy opportunities assessments, Fleet and depot decarbonisation, Network constraint, Building decarbonisation & Research & development.

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.