



**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.

# **PARALEGAL RECRUITMENT PACK**

# CONTENTS

- Your application
- The Recruitment Process
- Job outline
- Resources 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 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](mailto: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 **12pm, 15 December 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 Reena Roojam, Head of Legal and Deputy Monitoring Officer;  
[reena.roojam@cambridgeshirepeterborough-ca.gov.uk](mailto:reena.roojam@cambridgeshirepeterborough-ca.gov.uk).

# THE RECRUITMENT PROCESS

We are accepting applications until 12pm 15 December 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 w/c 18 December 2023.

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

# JOB OUTLINE

**Salary starts at £26,421.**

Key responsibilities:

- To maintain a caseload of routine and some non-routine matters under supervision.
- To provide clear and accurate legal advice to clients in the CPCA's services.
- To draft legal documentation.
- To research and analyse the law.
- To attend court with counsel on own cases and those of others in Legal Services.
- To use the case management system and to record chargeable hours per annum or such other target as may be set.
- To provide any performance data required by the Service promptly and accurately.
- To ensure that all work is carried out to the standards required by any formal arrangement with clients.
- To play a full part in the team to which the postholder is assigned, attending team meetings, briefings etc and working co-operatively with colleagues.
- Provide administrative support.

# 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.

# 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 15.3 - 18.3%.

# 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.