



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

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

PROGRAMME MANAGER PSQ 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 fulfill 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 **11th September 2023 by 9am.**

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 Anna Graham, Transport Programme Manager, anna.graham@cambridgeshirepeterborough-ca.gov.uk.**

THE RECRUITMENT PROCESS

We are accepting applications until 9am 11th September 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 18/09/2023 and 25/09/2023

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

JOB OUTLINE

Salary starts at £62,242.20.

Key responsibilities:

- Provide leadership and oversight in the successful delivery of the Peterborough Station Quarter (PSQ) project in line with the Authority's wider objectives and aspirations. PSQ will be delivered via public and private sector partner organisations, spanning the entire project lifecycle from feasibility and business case development through to design and construction
- Drive high quality project planning discipline and outcomes across the project ensuring individual phase/workstream plans are synchronised into an integrated programme level plan
- Work closely with the project team and workstream managers to manage risks and issues, ensuring project level risks, issues and dependencies are escalated to programme level where appropriate
- Ensure cross project dependencies are co-ordinated, managed and visible.
- Drive activity progress and completion across workstreams and phases to ensure key milestones are met on time and within budget
- Lead and manage effective stakeholder engagement
- Lead appropriate communication and reporting to ensure alignment, mitigation management and progress across teams and stakeholders
- Proactively support the political governance of the Authority through member engagement, briefings and reporting
- Ensure compliance with the Authority's monitoring and evaluation framework
- Work collaboratively across the Authority's teams to ensure co-ordinated and coherent delivery
- Deliver continuous improvement and high-quality governance across the project, in particular ensuring that the Project Board functions smoothly and effectively
- Act as an ambassador for the Authority, promoting the interests of the sub-region in local, regional and national forums and raising the profile and reputation of the Authority where appropriate
- Contribute towards the development and delivery of the Authority's transport policies and strategies
- Undertake other duties as may, from time to time, be allocated commensurate with the seniority and qualifications of the post

Partnerships:

Work in partnership with directors, delivery partners, and national and local public-sector organisations to coordinate delivery including:

- Partner organisations – the constituent local authorities and the Greater Cambridgeshire Partnership
- National Government and Institutions – developing productive relationships that work for the region with national agencies and departments including, Department for Transport, Network Rail and the Department for Levelling Up, Housing and Communities
- Local Public Service Organisations – including Local Authorities, Health, Police, Fire, Universities and Colleges within the area, managing partnerships supported by a shared strategic agenda.

Person specification

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, partners and senior business stakeholders
- Acutely political aware – 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
- Tenacious, adaptable and focused individual with board-level presence able to deliver under pressure and with multiple conflicting priorities

Qualifications and Knowledge:

- Excellent programme management and strong organisational skills are fundamental, as is the ability to liaise with people at all levels of the organisation.
- Significant experience of programme delivery/assurance
- Ability to manage complex transport infrastructure projects and business initiatives
- Successful track record of managing and delivering programmes which cross organisation and service boundaries
- Strong programme discipline in delivery and assurance including resource management, risk management, budget management and reporting at all organisational levels
- Strong knowledge of effective outcome-based programme reporting
- Good understanding of performance management frameworks and tools in the delivery of business objectives
- Degree level or equivalent standard of general education
- Professional qualifications, such as IEng, CEng, TPP, APM, are highly desirable.

Experience:


- Strong track record of project planning and delivery on large complex transport projects; able to successfully drive new, complex and/or multidisciplinary projects throughout the full project life-cycle from initiation and scoping to closure with sound commercial and procurement skills. Ideally this experience will extend to both road and rail projects
- Extensive experience in the highways and transportation sector covering areas such as:
- Transport policy, business case development and strategic transport planning
- Public consultation and Statutory Consent processes
- Design development and construction
- Experience of managing projects involving cross functional roles, external advisory and delivery support from other organisations and consultancy services
- Successful track record at management level within an organisation of comparable scope and complexity



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.

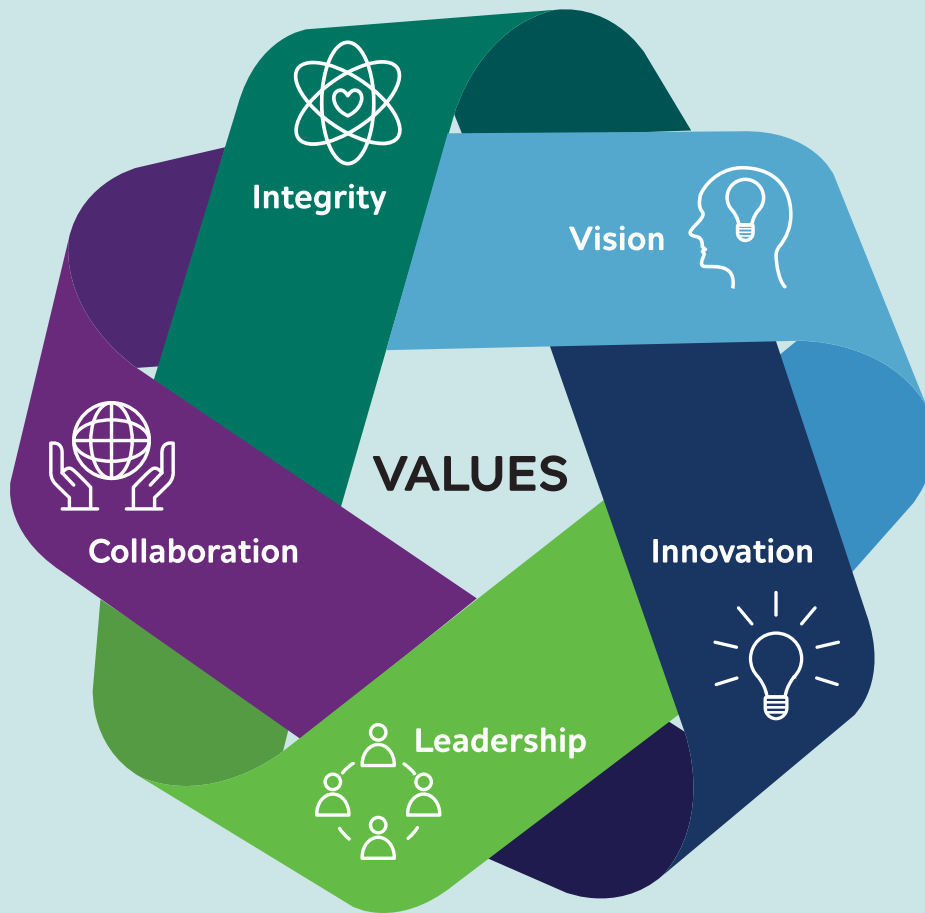
- The Office is located on the 2nd floor, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN. There is public parking a short distance from the offices.

- 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.

CPCA VALUES



Collaboration

- We work together across teams and with our partners to achieve shared goals
- We listen, communicate and engage to understand and represent our communities as the combined voice of our region
- We build on our knowledge by being open to new ideas, external expertise and feedback



Integrity

- We are transparent, honest, trustworthy and reliable
- We acknowledge and learn from our mistakes and foster a no-blame culture that supports calculated risk
- We are inclusive, respectful, ethical and accountable



Vision

- We are clear and consistent about our purpose and how we add value
- We are passionate and deliver on our strategic aims and objectives
- We are forward-thinking and improvement-focused



Innovation

- We are pioneering and inspirational
- We are dynamic, proactively seeking new opportunities and embracing positive change
- We are ambitious yet realistic



Leadership

- We lead by example
- We recognise achievement
- We empower our communities and our people

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.