



**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.

PUBLIC AFFAIRS AND STAKEHOLDER ENGAGEMENT MANAGER 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 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 **9am on Monday 13th November**.

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 Ed Colman, Head of Communications, Engagement and Public Affairs, edward.colman@cambridgeshirepeterborough-ca.gov.uk.

THE RECRUITMENT PROCESS

We are accepting applications until 9am Monday 13th November 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 Monday 20th November.

This interview will be in person and expected to take one hour

JOB OUTLINE

Salary starts at £46,549.

Job Purpose

The Cambridgeshire and Peterborough Combined Authority is seeking to appoint a Public Affairs and Stakeholder Engagement Manager to strengthen how we promote the ambitions, priorities and achievements of the Combined Authority and the area to local, regional and national politicians, political advisers, civil servants, regulators and other interested stakeholder organisations.

We are currently recruiting a new management team, including this newly created position, to ensure we have the capacity and ability we need to maximise the effectiveness of our lobbying and stakeholder engagement activity.

The successful candidate will work with the Head of Communications, Engagement and Public Affairs to develop and deliver a public affairs strategy for the Combined Authority region and be responsible for enacting a programme of public affairs activity to raise the profile of our key priorities and offer to government.

The Public Affairs and Stakeholder Engagement Manager will also be responsible for overseeing the Combined Authority's internal engagement and the organisations engagement with businesses and key stakeholders.

This exciting 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.

JOB OUTLINE

Key Responsibilities

- Working with the Head of Service to lead the develop and deliver effective public affairs strategies to promote the Combined Authority to local, regional and national politicians, political advisers, civil servants, public bodies, business groups and regulators
- Developing and delivering a high impact programme of public affairs activity (including summits and roundtables) to raise the profile of our key priorities and our regions offer to government
- Proactively seek out and managing opportunities to make recommendations to the government about regulatory, policy and legislative change and future investment
- Support the Head of Service with the end-to-end delivery of a range of public consultations and engagement campaigns, including statutory consultations
- Intelligence gathering and sharing with the business to help advise the Chief Executive, Corporate Management Team and the Mayor to inform future policy and positioning
- Proactively monitor developments in Westminster, local government and where applicable internationally and evaluate what this means for the CPCA and our region
- Draft briefings, speeches, scripts, and biographies for political leaders and the Corporate Management Team
- Develop and maintain up-to-date stakeholder lists and maintain a good understand of policy positions of each of the main political parties in UK and contacts with relevance to the Combined Authority
- Manage relationships with a range of external stakeholders for both the Combined Authority and the Business Board
- Supporting the development of the internal engagement strategy, including responsibility for its implementation and line management of the internal engagement advisor

JOB OUTLINE

QUALIFICATIONS & KNOWLEDGE

Essential

- Educated to degree level or equivalent, or demonstrable relevant experience in a political or public affairs environment

Desirable

- Membership of a relevant, recognised professional body

EXPERIENCE

Essential

- Demonstrable experience of Public and Political Relations, preferably with a period of providing in-house support of the kind envisaged in this role.
- Experience of building and maintaining effective working relationships with a wide range of internal and external colleagues and stakeholders to ensure delivery and implementation of effective lobbying strategies, ideally having worked within a campaigning organisation
- Demonstrable experience of forming and leading a team, setting objectives and managing performance
- Experience of working in fast paced environment, overseeing many projects simultaneously ensuring direct reports are meeting strategic objectives and deadlines
- Experience of working closely and daily contact with politicians
- A substantial track record of effective influencing and alliance building around legislation or policy-making processes.
- Experience of leading, managing, and delivering strategic and internal engagement strategies
- An exceptional grasp of current political issues and developments.
- A good understanding of the specific issues affecting local government nationally and within the region
- Experience of working with others to build alliances on complex issues, and to work across political boundaries and party lines.
- Commitment to championing best practice stakeholder engagement and partnership working
- Thorough knowledge and understanding of the Cambridgeshire & Peterborough Combined Authority Region, including local priorities, live political issues, current challenges and potential future opportunities

JOB OUTLINE

EXPERIENCE

Desirable

- Experience of briefing senior leaders and local leaders ahead of interactions with high-profile regulators, politicians and civil servants
- Have experience with managing sensitive reputational issues
- Experience formulating and delivering summits and roundtable events

LEADERSHIP

Essential

- Works collaboratively and productively with peers, team and others
- Excellent interpersonal and relationship management skills that command the respect of Elected Politicians, Stakeholders and Partners
- Operates with integrity at all times
- Motivated and driven by personal and organisational achievement
- Highly adaptable to changing circumstances and demands
- Ability to work confidently and problem solve, making effective decisions quickly and spotting and responding to issues early
- Exceptional oral and written communicator with the ability to present clear, accurate reports and campaigns to a wide range of stakeholders
- Exceptional relationship-builder that generates confidence in colleagues and stakeholders
- Embraces and embodies our CIVIL values everyday, in everything you do
- Enthusiasm, can-do attitude, and willingness to take on new challenges

Desirable

- Line management experience
- Experience of high-level networking to build creative and mutually beneficial relationships.

OTHER REQUIREMENTS

Essential

- Must be able to vary working hours to incorporate evening and weekend working when required and provide out of hours cover.
- A flexible approach is essential due to the role requiring travel across the UK

Desirable

- Analysing and interpreting complex data and information

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.

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.