



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

# **Democratic Service Assistant RECRUITMENT PACK**

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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 .

Applications must be received by **9am on the 6th September 2024**.

Please find the vacancy on LinkedIn or the organisation website.

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 our Recruitment Team [recruitment@cambridgeshirepeterborough-ca.gov.uk](mailto:recruitment@cambridgeshirepeterborough-ca.gov.uk).



# THE RECRUITMENT PROCESS

We are accepting applications until 9am 6th September 2024.

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 9th September 2024.

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

# JOB OUTLINE

## Job Purpose

To maintain and contribute to the development of the democratic process of the Combined Authority by:

- Supporting the efficient and effective service of various meetings and carrying out all appropriate related work.
- Providing support for elected Members in the role as representatives of the community

## Key Responsibilities

### Day to day activities

- Provide administrative support to the Democratic Services Team including, Assisting with the organisation of meetings ensuring agendas are produced with the statutory time frame, servicing meetings and producing an accurate set of minutes.

Assisting with associated administrative work for meetings including the preparation and publication of the Forward Plan

- Helping to ensure that all published reports conform to the agreed Combined Authority Standard in order to provide access and transparency to democracy and, where appropriate, that report authors have taken account of the accessibility criteria
- Signposting and advising Members, officers and external parties as appropriate regarding the content and interpretation of the Combined Authority's Constitution and relevant legislation
- Monitoring the democratic services inbox and responding/forwarding on enquiries as appropriate
- Supporting the Combined Authority's Monitoring Officer in the maintenance of the register of Members' interests, providing advice where appropriate regarding the declaration of interests
- Assist in supporting the arrangements post-election including helping to organise induction events and producing relevant documents/training materials
- Be familiar with the process for organising, hosting and administering meetings, both physical and virtual, in order to help ensure they can always proceed in a satisfactory, timely and lawful way.

# PERSON SPECIFICATION

## **Behaviours**

- Excellent communicator
- Highly adaptable - to changing circumstances and demands
- Collaborative – works productively with peers, team and others
- Motivated – driven by personal and organisational achievement

## **Qualifications and Knowledge**

- Good level of education, literate in English, Maths and ICT
- Excellent understanding of office administration with the ability to understand the Combined Authority's agenda and workstream interdependencies
- An understanding of devolution and the remit of the Cambridgeshire and Peterborough Combined Authority
- Strong verbal and written communication skills with the addition of excellent IT skills, in particular MS Word, Excel and PowerPoint
- Attention to detail and high level of accuracy
- Effective organisational skills
- Strong diary management skills
- Excellent research skills and understanding of policies and public sector requirements
- Political awareness and knowledge of when things can and not be shared with politicians and the public.

## **Experience**

- Direct experience of working in an administrative role, ideally within a Local Authority environment
- Experience of dealing with administrative tasks proactively and efficiently
- Experience of working with a wide range of partners

# Personal Qualities:

Team working: The ability to play an effective role in meetings through listening, persuading and showing respect for the views of others

Self-confidence: The skill to challenge accepted views constructively without becoming confrontational

Enthusiasm and drive: The ability to be proactive in seeking out learning and developmental opportunities to enhance knowledge and understanding (for example, on financial matters and statutory requirements)

Respect for others: The capacity to treat all people fairly and with respect, to value diversity and respond sensitively to difference

# 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.