



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

# **HR ADVISOR 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](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 **9am 14th September**.

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, including working patterns please contact me Donya Taylor, HR Business Partner, [donya.taylor@cambridgeshirepeterborough-ca.gov.uk](mailto:donya.taylor@cambridgeshirepeterborough-ca.gov.uk).

# THE RECRUITMENT PROCESS

We are accepting applications until 9am Thursday 14th 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 on Monday 18th September

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

# JOB OUTLINE

**Salary starts at £34,723.**

## Job Purpose

The HR Advisor will work to provide a high quality, comprehensive and effective generalist operational Human Resources service. They will also support the HR Business Partner in the delivery of HR and organisational objectives.

## Key Responsibilities

### Employment Relations

- To support the HR Business Partner in the development of a positive approach to employment relations by building strong and effective partnerships between HR colleagues, managers, staff and their representatives.
- To provide professional advice and support to the HR team, managers, and other stakeholders as appropriate on the application and interpretation of employment relations policy and terms and conditions of service, enabling problems to be identified and resolved quickly, effectively, and fairly.
- To advise and support managers to undertake investigations, including decisions on suspensions as appropriate, and development of the investigation report.
- To provide professional advice and support as required at employment related hearings and appeals, providing guidance to managers, considering the evidence presented to determine the appropriate action and outcome and to advise on policy and procedural interpretation and organisational precedents.

### Organisational Change

- To support and facilitate the process of organisational change as appropriate, ensuring that change takes place smoothly and as seamlessly as possible, through the provision of advice and support to HR colleagues, managers, and staff side by side ensuring there is well-timed and effective communication with staff and their representatives.
- To give practical support to managers, as required, so enabling organisational change to be implemented in a timely and effective manner.

# JOB OUTLINE

## Continued

### Policy Development & Training

- To participate in the review or development of identified employment policies under the direction of the HR Business Partner.
- To develop, in conjunction with professional HR colleagues and other stakeholders as appropriate, draft policies that are fit for purpose and compliant with the requirements of legislation.
- To support the introduction of new or revised employment policies and supporting documentation, and participation in the communication and cascade of relevant information throughout the Combined Authority.
- To contribute to the identification of people management training needs in the Combined Authority and liaise with the HR Business Partner regarding the development and delivery of appropriate training.

### Strategic Management & Support

- To support the delivery of the Combined Authority's HR strategy, through corporate project work as delegated by the HR Business Partner.
- To draft regular reports regarding workforce employment relations metrics and governance, under the direction of the HR Business Partner.

### Job Evaluation

- To be responsible for the management, data input and checking of all job evaluation panel outcomes and challenging where inconsistencies occur in the grading of roles.
- To participate as required in job evaluation exercises using appropriate evaluation tools and ensuring the process is transparent and that decisions are fair, equitable and consistent.

### Operational HR Services

- To support the effective delivery of a comprehensive, consistent HR service by advising and producing guidance across the organisation on a wide range of employment issues including contractual matters, terms and conditions of employment, and the Combined Authority's policies and procedures and current employment legislation.
- To provide and develop information required for an effective HR portal that provides line managers and staff with a high quality and comprehensive HR information such as policies, FAQ's, guidance notes etc. to resolve common employment queries.




# 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.

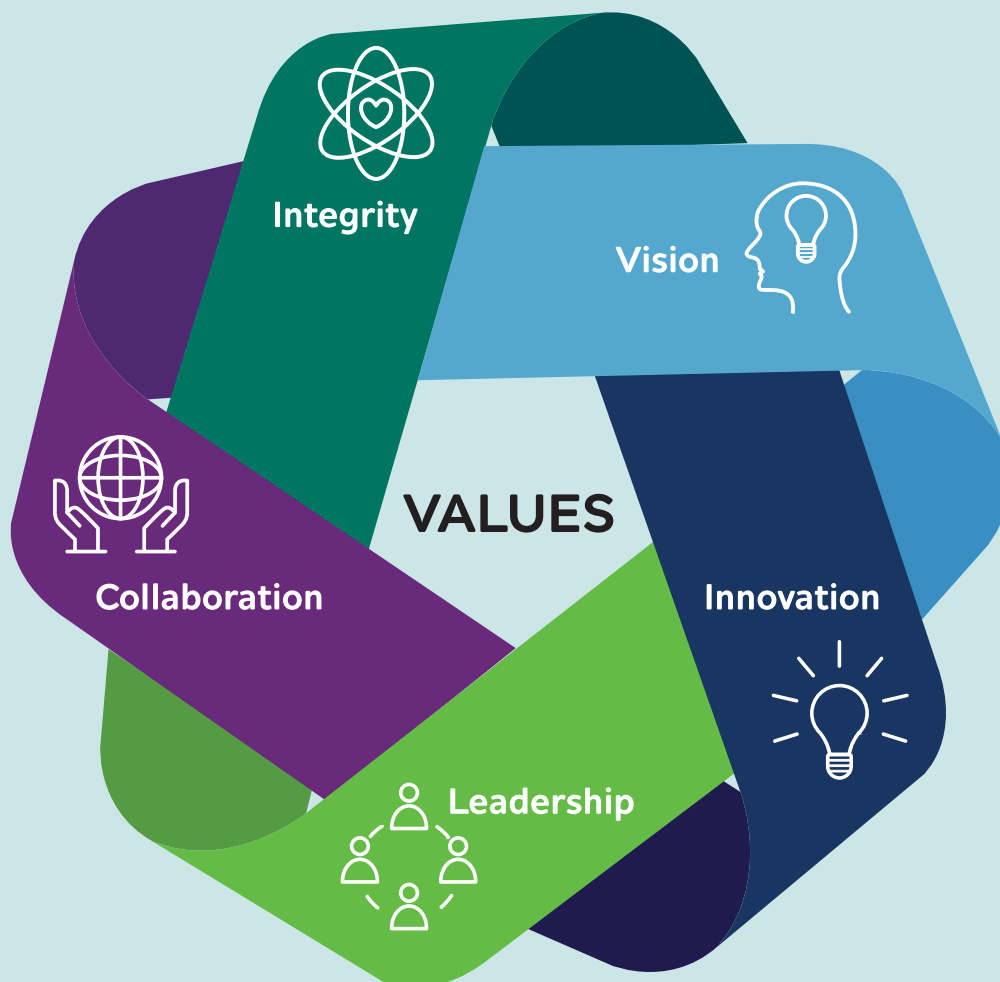
This strategy signals a transition from the original devolution and broad ambition of the Combined Authority to a more focused strategic ambition and defined priority areas enabling a prosperous Cambridgeshire and Peterborough region; one that is more equitable, more environmentally sustainable, and 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.

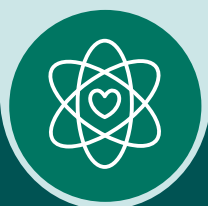


# CPCA VALUES



## 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

# 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.