



**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.

BUS STOP MAINTENANCE OFFICER 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 "Knowledge and Skills" criteria on the Job Summary.

Please note that applications can only be considered if all the documentation is complete. Please send your application, preferably in MS Word format by email to the recruitment team (recruitment@cambridgeshirepeterborough-ca.gov.uk).

Applications must be received by **9am 18th October 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 our Recruitment Team: recruitment@cambridgeshirepeterborough-ca.gov.uk.

If you would like to discuss reasonable adjustments during the Recruitment process, please contact the Recruitment team (recruitment@cambridgeshirepeterborough-ca.gov.uk).

THE RECRUITMENT PROCESS

We are accepting applications until 9am Wednesday 18th October 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 19th October 2023 - 2nd November 2023.

This interview will be held at our office in Huntington. We will also consider a remote interview via Teams.

JOB OUTLINE

Salary starts at £24,496, rising to £27,852.

Job Overview:

We are seeking a highly capable Bus Stop Maintenance Officer to ensure the successful completion of critical bus infrastructure projects within our Public Transport Team. The Bus Infrastructure Officer will be responsible for carrying out the maintenance and implementation of bus infrastructure including bus stops, bus shelters, real time information schemes and bus route terminals. This new role requires strong coordination with local authorities, utility providers, bus operators and other stakeholders, while ensuring strict adherence to safety, accessibility, and environmental standards. An eye for detail will be essential. The main responsibility of this role is to look after the on-street public transport assets.

Key responsibilities include:

- Oversight of planned and unplanned maintenance of on-street bus infrastructure.
- Travel across the CPCA area to update on-street timetable information and managing the maintenance of on-street facilities.
- Conduct regular site inspections and audits to ensure that construction and maintenance activities align with the project design and standards.
- Keep information up to date at all of our bus stops.
- Coordinate closely with local authorities, utility providers, and contractors to ensure the smooth and timely progression of projects.
- Ensure all tasks strictly comply with local and national safety, accessibility, and environmental regulations and standards.
- Develop and monitor project budgets, ensuring that all projects are delivered on-time and within the allocated resources.
- Establish and maintain project timelines, identifying potential risks and implementing mitigations to prevent delays.
- Resolve any issues and solve problems as they occur.
- This role involves the applicant in lone-working and working at height at roadside locations across the county; and also requires the use of a CPCA van to access work sites.

Required Skills and Experience:

- Experience of task management
- Understanding how bus services work and are routed.
- Strong interpersonal and communication skills, with the ability to collaborate effectively with a diverse range of stakeholders.
- Awareness of graphics and laying out illustrative matter attractively.
- Solid problem-solving skills, with the ability to anticipate and resolve potential issues before they escalate.
- A valid standard UK Driving Licence[DT1] for a car (code B) and light van (code C) is required

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

On 3 March 2017, Cambridgeshire & Peterborough Combined Authority was established as a Mayoral Combined Authority for the Cambridgeshire and Peterborough area, with powers being devolved to it by Central Government most particularly in regard to securing major developments and improvements in respect of Transport, Housing, Education and Skills across the region with a vision to make Cambridgeshire and Peterborough the leading place in the world to learn, live and work.

The mission of the Combined Authority is to make life better, healthier, and fairer for all.

The Combined Authority works with our local councils, the Business Board (Local Enterprise Partnership), local public services, Government departments and agencies, universities and businesses to grow the local and national economy.

The Combined Authority is a lean and effective local authority. We deliver practical, ambitious projects that increase wellbeing and economic growth across the region, levelling up and empowering the North of Cambridgeshire while building on and accelerating the ambition and international reputation of the South.

It is made up of a directly elected Mayor and the following seven local authorities (referred to as the Constituent Councils) and the Business Board (Local Enterprise Partnership):

Cambridge City Council, South Cambridgeshire District Council, East Cambridgeshire District Council, Cambridgeshire County Council, Huntingdonshire District Council, Fenland District Council and Peterborough City Council.

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 are no Car Parking facilities onsite.
- 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

LEARNING AND DEVELOPMENT

We are committed to learning and development in the Combined Authority and will consider supporting you with the cost of your professional qualifications. Have a conversation with the Recruiting Manager if you think this applies to you.

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. We are introducing Corporate Inductions in 2023. 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.

BENEFITS

ANNUAL LEAVE

This is pro-rata'd if you work part-time. In addition, we have a reduced service operating between Christmas and New Year.

You are given an additional 2 days during this week; you will need to use one day from your entitlement (shown below) for the third day

Length of Service	Annual Leave Entitlement
Up to 5 years	25 days + 8 Bank Holidays
Between 5 and 10 years	29 days + 8 Bank Holidays
Between 10 and 15 years	30 days + 8 Bank Holidays
More than 15 years	31 days + 8 Bank Holidays

PENSION

We are members of the Local Government Pension Scheme. You will contribute from 6.3%, and we will contribute from 18.3%.

Actual Pay	Employee pension contribution (monthly)	Employer pension contribution (monthly)
Up to £15,000	Up to £72.50	Up to £228.74
£15,000-£23,600	From £72.50	From £228.75
£23,601-£38,300	From £127.84	From £359.92
£38,301-£48,500	From £214.04	From £584.09
£48,501-£67,900	From £343.55	From £739.64
£67,901-£96,200	From £560.18	From £1035.49
£96,201-£113,400	From £841.76	From £1467.01
£113,401-£170,100	From £1077.31	From £1729.37

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.

BENEFITS



Family Friendly Policies including flexible working, occupational maternity, paternity and adoption leave.



24/7 Employee Assistance Program for you.



Access to the **Cycle2Work** scheme.



Payment of professional subscription fees relevant to your role (one per year, after completing your first 6 months in post).



Learning and Development opportunities to support your career progression.



Benefits Provider: we are hoping to introduce this in 2023.