



**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.

TRANSPORT SUPPORT OFFICER RECRUITMENT PACK

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Recruitment Pack: 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 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 Huntingdon. We will also consider a remote interview via Teams.

JOB OUTLINE

Salary starts at £27,852, rising to £31,099.

Job Overview:

We are seeking an experienced and strategic Transport Officer to join our bus transformation project team in Cambridgeshire and Peterborough. Reporting to the Bus Strategy Manager, this key role will implement improvements to the network across the region. The successful candidate will have a strong background in public transport planning, project management, and data analysis, with a proven track record of delivering successful network improvements. Alternatively experience may have been gained through staff rota construction and vehicle graphing. Additionally, the candidate should have experience in commercial management, supporting the Bus Strategy Manager in delivering the Bus Service Improvement Plan, Bus Reform, and funding bids.

Key responsibilities include:

- Contribute to the planning and implementation of bus network improvements in Cambridgeshire and Peterborough, ensuring alignment with project objectives and stakeholder needs.
- Supporting the Bus Strategy Manager in the response to planning applications, including where S106 or other planning-related funding could be made available for buses. Also to support the Bus Strategy Manager to execute the S106 agreement to invest into bus services.
- Collate and maintain service, timetable and other key bus data to ensure both on-street and online information can be maintained.
- Updating of bus-related datasets to inform timetabling, real time information systems and DfT information systems.
- Engage with key stakeholders, including local authorities, bus operators, community organisations, and other partners to gather input and ensure the successful implementation of network improvements.
- Support the Bus Strategy Manager in managing the commercial aspects of the bus network transformation, including in the development and delivery of the Bus Service Improvement Plan, bus reform initiatives, and funding bids to secure resources for network improvements
- Prepare regular reports on network performance, project progress, and team activities for the Bus Strategy Manager and other stakeholders:
- Analyse complex information and identify trends, opportunities, and challenges in order to develop clear, logical, and actionable courses of action, and make well-informed decisions in a timely manner.
- Set high standards for performance and foster a positive working environment and support a culture of mutual respect and collaboration.

Required Skills and Experience:

- A minimum of 3 years of experience in public transport planning or a related field, with a focus on network development and improvement
- Strong analytical and problem-solving skills, with the ability to use data and insights to inform decision-making
- Knowledge of commercial and financial management, with an understanding of supporting the delivery of complex projects, funding bids, and bus service improvement initiatives
- Experience of bus service design, bus service tendering and contract procurement.

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.