



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

RESEARCH AND ENGAGEMENT 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 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 **11:59pm on Sunday 10th 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, please contact me David Packer, David.Packer@cambridgeshirepeterborough-ca.gov.uk.

THE RECRUITMENT PROCESS

We are accepting applications until 11:59pm on Sunday 10th September 2023.

We have a two-stage recruitment process.

Both interviews will be held in Huntingdon.

We will review applications, and if you have been shortlisted for the first interview, this will be held in mid September.

JOB OUTLINE

Salary starts at £31,099.

Job Purpose :

The role is responsible for a wide range of activities – including providing written and verbal briefings for the Mayor of Cambridgeshire and Peterborough, drafting correspondence, liaising with residents directly on the Mayor's behalf, including casework management, supporting external communications, and leading on the effective staging of Mayoral visits and events.

Key Responsibilities:

1. Support the effective and efficient operation of the Mayor's Office by assisting the day-to-day flow of papers, research, correspondence, and briefing materials. Assist with the timely and effective response to mayoral correspondence; and help communicating the Mayor's decisions.
2. Work with the Communications Team to plan, create and publish content on the Mayor's social media channels.
3. Support and accompany the Mayor's attendance at meetings and events related to Combined Authority Priorities through the provision of appropriate written and verbal briefings and relevant arrangements. Provide written reports for officers to understand what has been discussed and ensure actions are appropriately followed up. Ensuring adherence to protocols on communications, correspondence, officer liaison, file notes are maintained at all times.
4. Provide written guidance and assistance to constituents who have asked the Mayor for support on issues of relevance to the Combined Authority and responding on wider issues through liaison with local councils, Government departments and agencies, elected representatives, the voluntary sector and others to resolve matters.
5. Draft responses or respond to constituents on any issues raised on behalf of the Mayor.
6. Ensure cases are dealt with in a sensitive and confidential manner, and ensure records of contact with residents are kept, with details of each case by adhering to the Data Protection Act principles and the confidentiality of data respected at all times.
7. Championing the Combined Authority values, especially working as one organisation and acting as 'one voice' for Cambridgeshire and Peterborough.
8. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary, cross-department and cross-organisational groups and project teams.

PERSON SPECIFICATION

Behaviours

- Acutely politically aware
- Motivated – driven by personal and organisational achievement
- Highly adaptable – to changing circumstances and demands
- Exceptional communicator
- Collaborative – works productively with peers, team and others
- ‘Can do’ attitude
- Excellent attention to detail
- Embraces and embodies our values (CIVIL)

Qualifications and Knowledge

- Degree or relevant professional qualification.
- Strong understanding of the operation of Central Government, Local Government and role of the Mayor.
- Broad appreciation of the agendas of organisations working in the same or related space
- Knowledge of Government and regional political figures
- An understanding of the issues affecting constituents across Cambridgeshire and Peterborough

Experience

- Knowledge and understanding of the political landscape in Cambridgeshire and Peterborough
- Experience in a similar role supporting a politician or senior manager in a busy and complex environment.
- Proven ability to provide research within a political or complex business environment, on a wide range of topics, assimilate information and review correspondence in a political environment.
- Successful track record of researching a developing a diverse range of briefings within a complex political environment.
- Track record of political relations.

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.

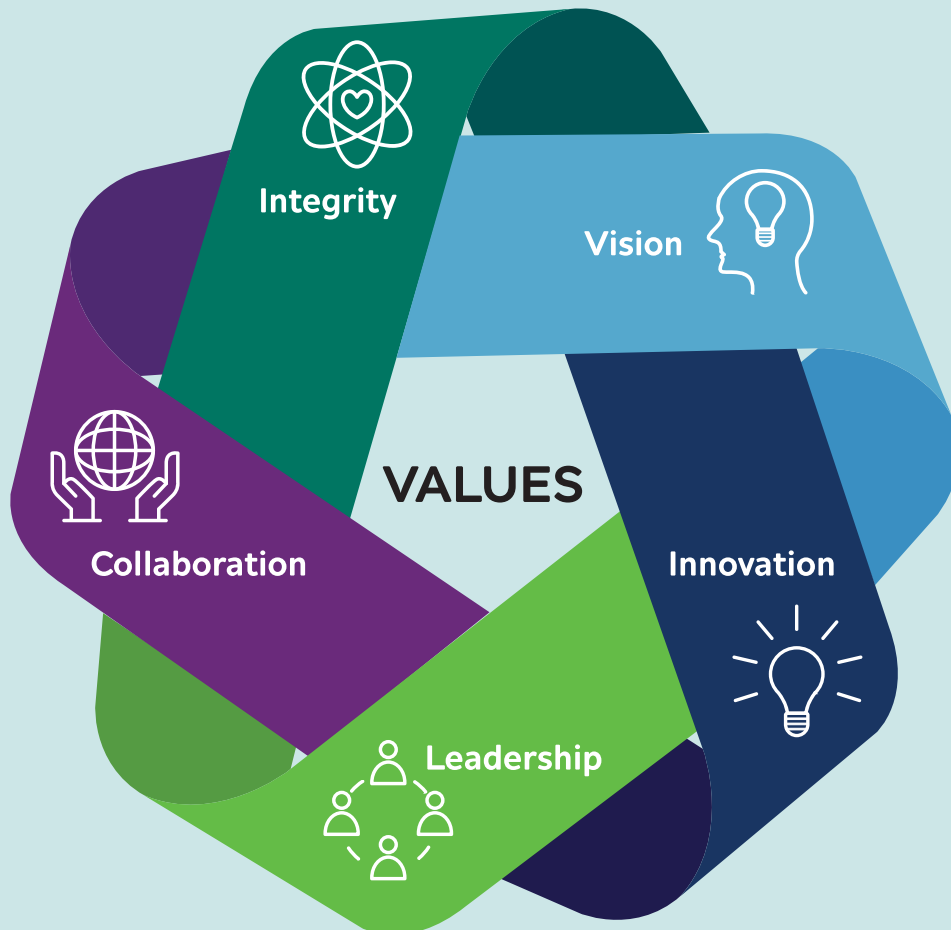
- The Office is located on the 2nd floor, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN. There is public parking a short distance from the offices.

- 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.

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

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.