



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

SENIOR ADVISOR TO THE MAYOR 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 **5pm on Monday 5th June**.

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 Kate McFarlane, Head of Policy & Executive Support, Kate.McFarlane@cambridgeshirepeterborough-ca.gov.uk.

THE RECRUITMENT PROCESS

We are accepting applications until 5pm on Monday 5th June 2023.

We have a three-stage recruitment process. We will review applications, and if you have been shortlisted, the first interview will be held in mid June.

All interviews will be held in Huntingdon. The first stage is a technical interview and test. The second stage is with the Chief Executive.

The third stage is a final interview in Huntingdon.

JOB OUTLINE

Salary starts at £50,616.

Job Purpose

Responsible for a wide range of activities – including high level strategic and policy advice to the Mayor, developing and maintaining relationships with decision makers, providing briefings directly to the Mayor, attending meetings and visits with the Mayor. Drafting correspondence and liaising with residents directly on the Mayor's behalf, and leading on the effective staging of Mayoral visits and events.

Key Responsibilities

- Advise and provide high level strategic support to the Mayor in the delivery of the Mayor's priorities.
- Develop key relationships with political decision makers and with partners across international, national and local government partners.
- Work closely with the Deputy Head of Policy and Public Affairs lead on the Mayor's meetings with stakeholders and co-ordinate and proactively develop relationships which ensure the Mayor is well received through a clear Mayor stakeholder engagement strategy.
- Support the Mayor's attendance at strategically significant meetings and events related to Mayoral and Combined Authority Priorities, through the provision of appropriate written and verbal briefings and speeches.
- Working closely with the Deputy Head of Policy & Public Affairs ensure the Mayor is well briefed ahead of media appearances, including drafting speaking notes, lines to take and Q&As.

JOB OUTLINE

- Directly attend meetings with the Mayor or ensure relevant colleagues are present, providing written reports for officers to understand what has been discussed and that actions are appropriately followed up. Ensuring adherence to protocols on communications, correspondence, officer liaison, file notes are maintained at all times.
- Develop a programme of strategic liaison meetings for the Mayor with significant stakeholders and work closely with the Mayor's Executive Assistant and Deputy Head of Policy to ensure appropriate prioritisation of engagements and meetings.
- Initiate and foster new partnerships and networks and play a key role in driving forward the ambitious plans of the Mayor to establish his programme of engagement, discussion, and dialogue with key stakeholders.
- Line manage the Mayoral caseworker providing 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. Drafting responses or respond to constituents on any issues raised on behalf of the Mayor.
- Work with the Communications Team to ensure effective use of the Mayor's social media channels.
- Lead specific ad hoc projects on behalf of the Mayor, Chief Executive or Head of Policy and Executive Support.
- Championing the Combined Authority values, especially working as one organisation and acting as 'one voice' for Cambridgeshire and Peterborough.
- 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.

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.

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	£	From	£
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.