



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

SKILLS PARTNERSHIP RECRUITMENT PACK

CONTENTS

- Your application
- The Recruitment Process
- Job outline
- Business and Skills
- Cambridgeshire and Peterborough Combined Authority
- Location and Communication
- Learning & Development
- Benefits

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 Monday 13th March 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 me Fliss Miller, Interim Associate Director of Skills:
fliss.miller@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 Monday 13th March 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 w/c 20th March.

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

JOB OUTLINE

Salary starts at £42,503, rising to £44,539.

Job Overview:

- You will support the successful delivery of Skills programmes and projects that are devolved or delegated to the Combined Authority.
- You will also support the management of grants and contracts with Post 16 providers, including Colleges of Further Education, Independent Training providers and Institutes of Adult Learning.
- You will build strong partnerships with stakeholders across the employment, education and skills system, in order to drive sustainable improvements to skills infrastructure, provision and outcomes for learners and employers in line with our Employment and Skills Strategy.
- Reporting to the Skills Partnership Manager for one of three Place-Based Teams – developing knowledge, relationships and a deep understanding of local employment and skills issues and opportunities for one of the core functional economies.
- The Core Focus areas of your role will be Place-Based (supporting the lead officer for one of our core functional economies – Greater Peterborough & Huntingdonshire, The Fens and Greater Cambridge); Contract Management and Portfolio Management.

Key responsibilities include:

- Contributing to the successful delivery of the Combined Authority's Employment and Skills Strategy and Implementation Plan
- Managing key delivery partnerships and ensure they are appropriately resourced, supported and will deliver against the objectives of place-based investments and programmes
- Engaging with internal and external stakeholders to influence their work, and to maintain an up to date understanding of the local labour-market and business need that is not being met by the market
- Supporting the effective delivery of the commissioning cycle in the implementation of Employment and Skills projects from procurement through to contract set-up, performance monitoring and full contract management functions, ensuring successful delivery of outcomes
- Engaging with internal and external stakeholders to influence their work, and maintaining an expert understanding of the local labour-market and business need to influence, direct and commission Employment and Skills provision.

Political Restriction

This post is politically restricted under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside of work.

ECONOMY AND

The Combined Authority's key goal is to drive and improve economic growth across Cambridgeshire and Peterborough. Our Growth Works Service has been established to support businesses with solutions to barriers they may face. We are committed to giving local people the skills and training they need to improve their life chances and drive inclusive regional growth. We are continually working with local employers to understand their skills needs and to identify the most prominent skills gaps across our region.

The Cambridgeshire and Peterborough economy has risen to global prominence over the last thirty years, through our unique mix of academia, research and entrepreneurial spirit. It's exciting, but we are at a critical phase in our growth where we need to invest in taking our success forward. We want to drive growth, but not just in a couple of small pockets of the region: we believe every single part of Cambridgeshire and Peterborough can grow and thrive with the right support

The vision for Skills is to create a successful, globally competitive economy offering high-skilled, well-paid, good quality jobs, delivering increased productivity and prosperity to support strong, sustainable and healthy communities and enabled by an inclusive, world-class local skills system that matches the needs of our employers, learners and communities.

We understand the unique circumstances of local people, the economy, communities and the suppliers of education and training including independent training providers, further education colleges and local authorities. We want to support learners and their families in driving up aspiration.

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.