



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

A blurred background image of a man with a beard, wearing a brown jacket over a grey t-shirt, pointing his right index finger towards the camera. The image is partially obscured by teal geometric shapes.

# **Trade, Investment and Innovation Manager 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 criteria on the Job Outline.

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](mailto: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 **9am on Monday 18th March 2024.**

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 Steve Clarke , Assistant Director- Business Trade Investment- [steve.clarke@cambridgeshirepeterborough-ca.gov.uk](mailto:steve.clarke@cambridgeshirepeterborough-ca.gov.uk)

# THE RECRUITMENT PROCESS

We are accepting applications until 9am on the 5th January 2024.

We have a one-stage recruitment process.

We will review applications, and if you have been shortlisted for an interview, this will be held from w/c 25th March 2024.

Interviews will be held remotely on Teams

# JOB OUTLINE

**Salary starts at £44,428–48,474.**

To lead and develop the system and process with internal team and external partners for securing inward investment to the Cambridgeshire and Peterborough region from key investors and companies.

To lead activities that build, leverage and maintain client-facing relationships with important investors, Companies, Government and Delivery Partners. This includes the following:

- Help Cambridgeshire and Peterborough to lobby for key reforms to the regions business environment by identifying 'high value' investment barriers.
- Lead collation of key strategic capital projects ranging from £25m to £100m+ Gross Development Value into a pipeline of opportunities which can be promoted at any time into potential funding channels including DBT Capital Investment team, OxCam Investment Atlas, Office for Investment, DLUHC, Pension Funds and private investors.
- Lead on promoting Cambridgeshire & Peterborough investment opportunities to firms and international investors, raising the profile of investable opportunities among private investors.
- Lead, build on and leverage relationships with national & local investment bodies; supporting the Combined Authority's investment objectives and seeking new and innovative opportunities to.
- Lead on developing partnerships with other investment promotion agencies in the region and wider UK as well as other potential international investors
- Lead on Developing an Internationalisation Strategy for the Combined Authority, working with the Sector Specialist & key local, national and international partners to identify areas of potential growth and support.
- Lead on the creation of a regionwide Internationalisation Plan that includes Inward Investment and its adoption by the Boards and Committees of Combined Authority

# ECONOMY AND GROWTH

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. With our Business Board, we are committed to helping to create the environment to drive inclusive regional growth. We are continually working with employers to understand their needs and to identify what can be done to boost productivity and prosperity across our region.

- Economic Regeneration & Growth Strategy and delivery including LGF
- Business Engagement and Support,
- Innovation and Growth
- Strategic Development Initiatives
- Sector Strategies
- University of Peterborough

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 solely in a few small pockets of the region: we believe every part of Cambridgeshire and Peterborough can grow and thrive with the right support.

The vision is to continue to build a globally competitive economy offering high-skilled, well-paid, good quality jobs, delivering increased productivity and prosperity to support resilient and healthy communities.

# 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% depending on your salary. CPCA will contribute between 15.3%-18.3% of an employee's salary. The amount the organisation pays can vary from time to time and is usually reviewed by LGPS every 3 years. To note, where there is a small variance in the organisations rate, this does not affect the amount of pension that an individual would receive as this is set by the Local Government Pension Scheme.

# 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.