



**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. The image is partially obscured by teal geometric shapes.

TRANSPORT PROGRAMME MANAGER RECRUITMENT PACK

CONTENTS

- Your application
- The Recruitment Process
- Job outline
- Place and Connectivity
- 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 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). 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 2nd January 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 our Recruitment Team, recruitment@cambridgeshirepeterborough-ca.gov.uk.

THE RECRUITMENT PROCESS

We are accepting applications until 9am 2nd 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 w/c 8th January 2024.

This interview will be expected to take one hour

JOB OUTLINE

Salary starts at £64,657.

Key responsibilities:


- Provide leadership and oversight in the successful delivery of several transport projects in line with the Authority's wider objectives and aspirations. These schemes will be delivered via public and private sector partner organisations, spanning the entire projects lifecycle from feasibility and business case development through to design and construction.
- Drive high quality project planning discipline and outcomes across the project ensuring individual phase/workstream plans are synchronised into an integrated programme level plan.
- Work closely with the project team and workstream managers to manage risks and issues, ensuring project-level risks, issues and dependencies are escalated to programme level where appropriate.
- Proactively support the political governance of the Authority through member engagement, briefings, and reporting.
- Ensure compliance with the Authority's monitoring and evaluation framework.
- Work collaboratively across the Authority's teams to ensure co-ordinated and coherent delivery.
- Deliver continuous improvement and high-quality governance across the projects, in particular ensuring that the Project Boards function smoothly and effectively.



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

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.