

JOB DESCRIPTION

Chief Executive Cambridgeshire and Peterborough Combined Authority

Reporting to Elected Mayor and Combined Authority Board
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Working for our Organisation

The Combined Authority was established in 2017 with a vision to make Cambridgeshire & Peterborough the leading place in the world to learn, live and work. The Councils which make up the Combined Authority are Cambridge City Council, Cambridgeshire County Council, East Cambridgeshire District Council, Fenland District Council, Huntingdonshire District Council, Peterborough City Council and South Cambridgeshire District Council.

We have six keys to deliver sustainable growth which underpin our [overall work programme](#) which are anchored in the Devolution Deal and a refreshed operating model which will deliver against the following principles:

- Relentless focus on performance, accountability and transparency
- Evidence based and value driven
- Future facing, enabling us to shape and harness opportunity
- Recognises corporate skills and expert specialisms
- Whole system approach to delivery
- Culture which enables our people to aspire, thrive and flourish
- Consistent, visible leadership
- Proactive, collaborative approach to partnership working

This role leads the executive team and through authentic, strong and visible leadership will deliver against the above.

Our overall work programme is ambitious and focused on the future to deliver tangible, sustainable, and lasting change for our communities.

The Combined Authority is different to the Councils its supports. Therefore a key element of this role will be to develop and strengthen the distinctive role of the CPCA, ensuring it adds value to the Councils, other public sector bodies and agencies across the sub-region.

This role operates within what can only be described as a complex network of partners. Therefore key for the new CX will be an ability to not only quick build meaningful relationships, but ensuring that these add value to wider business remit of the CPCA. This will include working directly with the elected Mayor, CPCA Board, other Council CX's, businesses and a multitude of stakeholders across the region.

Key Accountabilities

Specific

- Principal strategic advisor to the Mayor and Combined Authority to deliver the key corporate priorities

- Responsible for the consistent and viable leadership across the whole organisation, creating an environment and culture where teams can aspire, flourish, thrive and perform.
- Working through the Executive Director Resources and Performance (s73) ensure the Combined Authority's legal, policy, financial, people and systems functions are fit for purpose, meet all statutory requirements, and enable the Combined Authority to operate effectively and efficiently. This includes effective governance and health and safety obligations.
- Take the lead role in shaping the future vision for the region, with a strong focus on economic growth, and work with stakeholders across public and private sectors.
- Align the vision within the wider strategic context and develop and implement business plans including making robust case for funding and investment.

Corporate

- Oversee the Combined Authority Business Plan and financial planning, ensuring priorities are translated into delivery and that organisational values/behaviours across all levels of the organisation are imbedded in all we do.
- Engage, persuade, and negotiate with any partners on behalf of Combined Authority locally, regionally, nationally, and internationally to further the priorities of the Combined Authority.
- Ensure leverage of external investment to secure the future vision and economic growth of the region.
- Maximise opportunities to generate revenues; continually reviewing organizational performance ensuring we deliver an effective and efficiency service to our partners and communities.
- Encourage and sustain a culture of innovation and entrepreneurship across the Combined Authority.
- To work in partnership with the Executive Director of Performance and Resources (S73 officer) to ensure a sustainable budget to meet Combined Authority priorities.
- Ensure equality and diversity and cohesion principles are embedded across all services. Provide leadership around diversity and inclusion, ensuring that the policies and services of the Combined Authority reflect the changing needs of all our communities and workforce and that equality of opportunity is ensure and diversity is celebrated.

Stakeholder and Relationship Management

- Ensure responsive and genuine engagement with the CPCA Board, Government, Local MPs, Council Leaders/CX's, communities, businesses, and a multitude of associated partners/stakeholders.
- Ensure active engagement of the Combined Authority and the Business Board. Working with partners/stakeholders to enable the Business Board to transition with a new purpose/vision.
- Promote effective communications, ensuring that potential investors are aware of the opportunities and encourage to invest in the region.
- That the objectives and actions of the Combined Authority, Business Board and other Councils are compatible and complementary enabling a regional approach to development.
- Promote a positive view of the Combined Authority with the community and media; enhancing its reputation nationally and internationally.
- To be accountable to the Combined Authority/Mayor for the performance of the organisation and delivery of the long term vision.

Leading people

- Provide organisational leadership and direction within a challenging context, developing and empowering high performing teams.
- Promote an understanding of the established vision and values by modelling appropriate behaviours and creating a collaborative and supportive environment that encourages and recognises those values.
- Ensure that business strategy is translated into achievable plans with clearly defined accountability in terms of outcomes, deadlines, and quality standards.
- Embed a culture that places the customer and community at the heart of service delivery and encourages inclusivity and collaboration.
- Act as an ambassador for the Combined Authority as may be required.

PERSON SPECIFICATION

We are looking for someone who is knowledgeable and passionate about delivering real economic growth, increasing skills and associated employment opportunities, through increasing connectivity and enabling resilient communities to flourish. All this to be delivered within a complex and challenging environment.

Knowledge, qualifications, and experience

- Relevant degree or equivalent qualification in a relevant professional/leadership discipline with full membership of a professional body.
- An excellent record of achievement and innovation at board/senior executive level in a significant organisation in the public or private sector.
- Acutely politically aware – sensitivity combined with experience of providing direct advice to officers or board members on a range of complex issues both verbally and in writing. This is a highly political environment within which the candidate will be expected to operate.
- Experience of working successfully in a leadership role in a complex organization where relationship building is key to successful organizational and regional delivery.
- Current knowledge of relevant legislation, regulations, national policies, funding sources and professional best practice that is relevant to this role.
- Experience and success in leading and managing people and organisational development and setting the strategic vision.
- Proven ability, at the strategic level, to manage and deliver projects and programmes of work to defined, agreed targets and priorities.
- Ability to operate successfully and influence a complex and diverse stakeholder mix, including local and global businesses, and to attract investment.
- Relationship management experience across political and partner organisation boundaries.
- Knowledge and understanding of the scrutiny and visibility of managing a high profile organization.
- An appreciation of how to work effectively at the public/private interface.
- Financially astute, with experience of budgets and financial planning, corporate governance, and decision-making.
- Commercially minded with proven experience of structuring and negotiating multifaceted transactions.

Skills and abilities

- Highly developed and proven leadership skills required to drive consensus and empower individuals and teams to deliver and fulfill their potential.
- Ability to think and act strategically and to respond to changing complex circumstances.
- Able to delegate effectively in exercising appropriate judgement and to make informed, pragmatic, and timely decisions within a pressurised environment.
- Strong interpersonal skills with the ability to influence decision makers and stakeholders at the highest level across sectors.
- Excellent and confident communication and presentation skills with the ability to promote and articulate complex issues using appropriate skills such as engagement, influencing, shaping, persuasion, and negotiating.
- High degree of probity and integrity

Special requirements

- Ability to work flexibly to fulfil the requirements of the role.
- This post is a politically restricted post for the purposes of Part 1 of the Local Government and Housing Act 1989 and the Local Government Officers (Political Restrictions) Regulations 1990.