



JOB DESCRIPTION

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| Role | Chief Executive |
| Reports to | Elected Mayor and Combined Authority Board |

Context

The Combined Authority is a new organisation, established in March 2017, with a vision to make Cambridgeshire & Peterborough the leading place in the world to learn, live and work.

A lean, agile and effective organisation, we focus on delivering key ambitions for the Mayoral Combined Authority which include:

- doubling the size of the local economy
- accelerating house building rates to meet local and UK need
- delivering outstanding and much needed connectivity in terms of transport and digital links
- providing the UK's most technically skilled workforce
- transforming public service delivery to be much more seamless and responsive to local need
- growing international recognition for our knowledge-based economy
- improving the quality of life by tackling areas suffering from deprivation.

This role is a key strategic appointment.

Job Purpose

To act as the Head of Paid Service to ensure the effective strategic leadership of the Combined Authority's Leadership Team.

To act as the Combined Authority's principal policy advisor to deliver the Mayor and Combined Authority's key corporate priorities.

Core Focus

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| Mayor and CPCA priorities |
| Enabling Delivery |
| Effective Partnership |
| Head of the Organisation |

Key Responsibilities

1. Principal strategic advisor to CPCA and the Mayor
2. Provide leadership, direction and management of CPCA Leadership Team.



3. Ensuring positive working between CPCA and its partners in the public and private sector.
4. Represent and negotiate on behalf of the CPCA at local, regional, national and internationally to further the strategic priorities of the organisation.
5. Provide strong and visible leadership and direction to the CA organisation to deliver the agreed objectives.
6. To work in partnership with the Chief Finance Officer to ensure a sustainable budget to meet the CPCA priorities.
7. Ensure that CA has appropriate governance and regulatory processes to ensure open and effective decision making.
8. To work in partnership with Director for Business and Skills to ensure an effective Business Board.
9. Promote a positive view of the CPCA with the community and media and enhance its reputation.
10. All duties and responsibilities should be carried out in accordance with the CA constitution, policies and procedures.

Core Responsibilities

- Strategy, policy and plans, of particular note the Mayor/CPCA priorities
- Oversight of delivery of these priorities
- Effective and open governance
- Development of effective working relationships with key stakeholders/local organisations
- Adherence to Combined Authority's assurance framework in all programmes and activity
- Leading an effective 'can do' organisation

Person Specification

Leadership Behaviours

- Inspirational leadership focused on delivery
- Acutely political aware – able to assimilate and navigate political contexts with skill
- Motivated – driven by personal and organisational achievement
- Highly adaptable - to changing circumstances and demands
- Expansive, creative business thinker – thinks outside 'tried and tested' models or approaches
- Exceptional communicator and relationship-builder that generates confidence in colleagues, members and senior business stakeholders
- Collaborative – works productively with partners
- 'Can do', self awareness, openness and honesty, resilience, integrity and confidence.



- Understand and promote an appropriate approach to risk and reward.

Qualifications and Knowledge

- Degree or relevant professional or managerial qualification or experience

Experience

- Track record of outstanding leadership at board level (or equivalent) within a complex organisation (either public or private) evidence of leadership in developing and leading partnership working across all sectors.
- Demonstrate experience in the development and execution of strategy.
- Evidence of significant and measurable achievement and success in a leadership role.
- Strong track record of delivery with respect to one or more of the following; economic development, transport, infrastructure, housing.
- Leading and developing organisation which is agile 'can do' and 'open for business'.
- Working in a politically sensitive environment in the local and national context.
- Successful partnership working across the public, private and community sectors.
- Involvement and understanding of effective and open governance, financial and performance management.

Political Restriction

This post is a politically restricted post for the purposes of Part I of the Local Government and Housing Act 1989 and the Local Government Officers (Political Restrictions) Regulations 1990