

Candidate Pack



A welcome from our Mayor

Thank you for your interest in joining the North East Combined Authority. As Mayor, I am proud to lead a region that is vibrant, diverse, and full of potential.

My mission is to make the North East the home of real opportunity. That means tackling child poverty, helping people and businesses to grow, and celebrating our region on the national and international stage.

This starts with having a talented and dedicated team.

The North East CA plays a vital role in driving economic growth that benefits everyone, improving public services, and ensuring that our region, remains a great place to live, work, invest, and travel. We are at an exciting moment, with investments and opportunities that are set to transform our area for the people living here. Your expertise and commitment are essential as we strive to achieve our ambitious goals.

This recruitment exercise is not just about fulfilling a vacancy, it is about contributing to a greater vision of a prosperous and inclusive future. I am confident together we can continue to build a region that is as dynamic, confident, and inclusive as our Combined Authority.

I wish you every success in your application and I look forward to welcoming you to our team and working together to make a lasting impact on our community.

Kim McGuinness
North East Mayor



A welcome from our Chief Executive

Thank you for your interest in working for the North East Combined Authority (North East CA). At the North East CA we believe that our people are our greatest asset, and we are thrilled you are considering bringing your talents to our organisation.

As the Chief Executive I am incredibly proud of the dynamic, inclusive, and innovative culture we have built together. We are committed to fostering an environment where creativity thrives, collaboration is valued, and professional growth is encouraged.

Joining the North East CA means becoming part of a community that values diversity, equity and inclusion. We believe that a diverse workforce is essential for driving innovation and achieving excellence. Our commitment to these values is reflected in our policies, practices, and everyday interactions.

We are looking for individuals who are passionate, dedicated and ready to make a meaningful impact. In return, we offer a supportive environment, ample opportunities for career development, and the chance to be part of a forward thinking organisation.

This candidate recruitment pack contains essential information about our organisation and the benefits we offer. I encourage you to review it thoroughly and consider how you can contribute to our ongoing success.

Thank you again for considering the North East CA as the next step in your career. We look forward to the possibility of welcoming you to our team and working together to achieve great things.

I wish you luck on your application and hope to see you soon.

Henry Kippin
Chief Executive



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Please note: This pack is for information only.
It does not form part of the recruitment and selection process

Our history

In December 2023 a devolution deal for the North East was announced covering the local authority areas of:

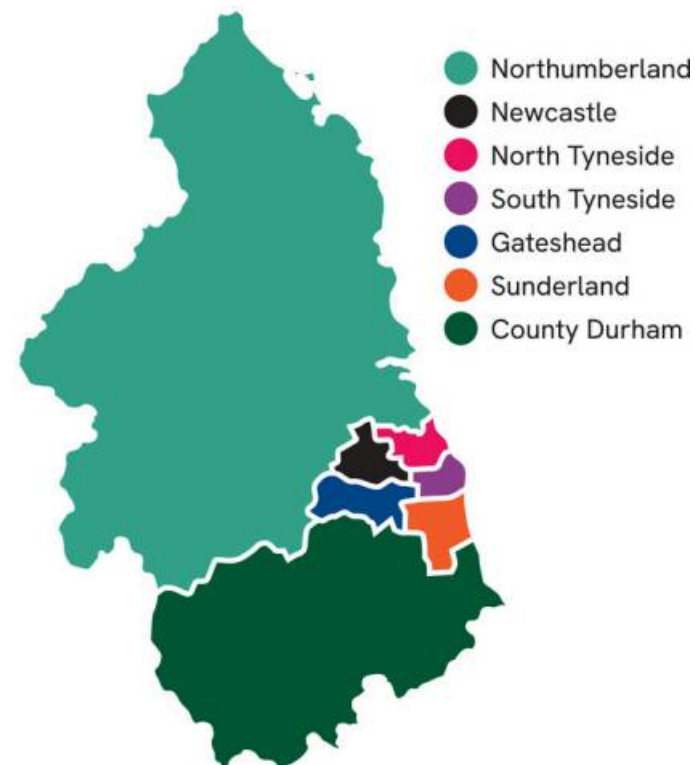
- County Durham
- Gateshead
- Newcastle
- North Tyneside
- Northumberland
- South Tyneside
- Sunderland

Devolution gives us the chance to make our own decisions about our own future, so we can target investment where we know we need it most. It means decisions being taken as near as possible to where they will have an impact.

Under the deal, local leaders will have greater control over funding across this area and be able to take decisions normally made by central government locally.

That devolution deal paved the way for the formation of the combined authority on 7 May 2024. The North East CA is democratically governed by the Mayor and the Cabinet.

The Cabinet is the main decision-making body of the North East CA.



It is made up of the Mayor and one councillor from each of the seven constituent authorities of County Durham, Gateshead, Newcastle, North Tyneside, South Tyneside, Sunderland, and Northumberland. There are also two non-voting members representing the business and, community and voluntary sectors.

The Mayor and Cabinet set the policy direction of the organisation and the senior leadership team are responsible for turning this policy into delivery.

The North East CA has seven areas where we focus our programmes of work. These areas are known as the Portfolios and each is led by one of our Cabinet members.

There is a strong collaboration across each of the Portfolios. In addition, the themes of environment, digital, public sector reform, and addressing health inequalities, are woven throughout all of our work.

The seven Portfolios are:

Transport

We're working hard to deliver game-changing transport schemes and initiatives, and ultimately provide a greener, affordable, integrated transport network that works for everyone.

Culture, creative, tourism, and sport

We seek to put culture, creativity, the visitor economy, leisure and sport at the heart of our regional economy.

Economy

Our economic strategy guides investment in the region to boost growth and productivity, while proactively reducing inequality.

Education, inclusion, and skills

Our ambition is to build an economy everyone can contribute to and benefit from. We will equip residents with the skills and support needed for the region to thrive.

Environment, coastal, and rural

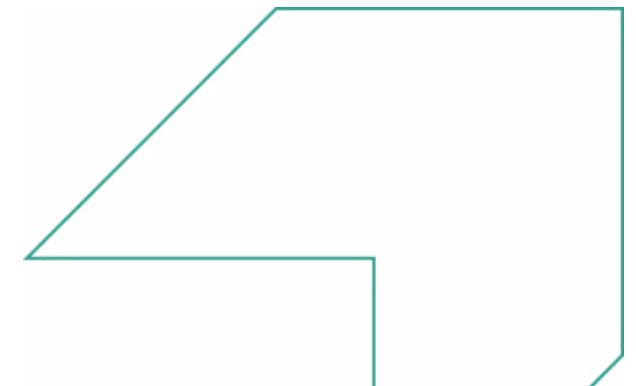
The environment and the growth of our coastal and rural areas is at the core of the economic strategy for the North East.

Finance and investment

Finance and investment underpins all the activities of the combined authority. It sets out a clear strategy to maximise investment within a plan for generating jobs, skills and inclusive growth.

Housing and land

We have bold plans to improve the range, quality and affordability of housing, and drive growth and regeneration through improvements to infrastructure.



Who we are

Our purpose is to champion the full potential of our region. Collaborating with our partners and local authorities, we'll create a better way of life by connecting communities, giving people the skills to succeed, and improving wellbeing for all, so that the North East is recognised as an outstanding place to live, work, visit and invest.

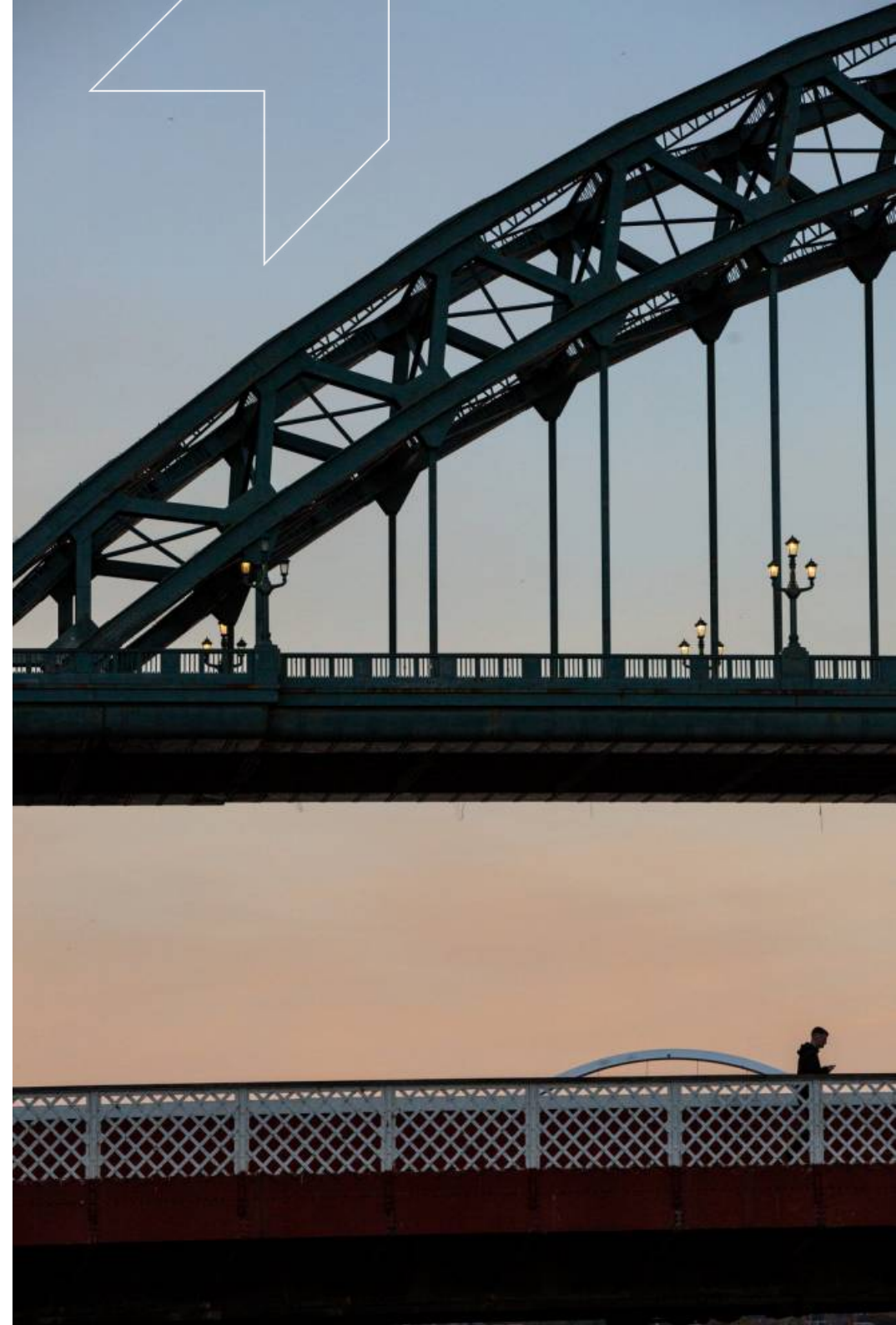
We have five commitments.

A fairer North East

We'll help people thrive with aspirational jobs, new skills, and better homes, improving quality of life for everyone. We'll create confidence in the North East by reducing inequalities and improving health.

A greener North East

We'll take inspiration from our industrial heritage and unique mix of urban areas, countryside, coastline and rivers, to nurture our natural resources - creating green jobs, sustainable industry, and clean energy.





A connected North East

We'll get behind businesses so they can improve productivity and connectivity. With better local transport networks and digital infrastructures, the North East will have a global reach, becoming the go-to place for innovative ideas and real-world results.

An international North East

Building on our economic strength, and championing our heritage, culture, arts and sports, we'll drive the region's ambition to continually attract visitors and investment.

A successful North East

Together, we'll speak with one voice, and define our own future, cultivating the talent, skills and innovation that will help grow our existing economy, becoming green industry leaders and a cultural destination - making the North East one of the best places to live, work, and invest.

How we work

Our structure is designed to foster collaboration and excellence across all sectors. Here's an overview of the functions and responsibilities of our five directorates:

Operations directorate

Ensures the smooth and efficient running of all internal processes and systems, facilitating the effective delivery of services across the organisation.

Key functions:

- People and Culture
- Legal and Governance
- Communications Marketing and Engagement
- Business Transformation Performance and Insight
- Mayoral Office

Transport directorate

Transport work hard to deliver game-changing transport schemes and initiatives, and ultimately provide a greener, affordable, integrated transport network that works for everyone.

Key functions:

- Transport Policy and Strategy
- Enhanced Partnerships
- Bus Reform
- Rail Partnerships
- Transport Programmes
- Strategic Infrastructure

Economic growth and innovation

Our economic strategy guides investment in the region to boost growth and productivity, while proactively reducing inequality.

Key functions:

- Strategy and Innovation
- Economic Delivery
- Inward Investment
- Business Growth and Support

Skills, inclusion and public service reform

Our ambition is to build an economy everyone can contribute to and benefit from. We will equip residents with the skills and support needed for the region to thrive.

Key functions:

- Skills and Inclusion
- Public Service Innovation

Finance and investment

Finance and investment underpins all the activities of the combined authority. It sets out a clear strategy to maximise investment within a plan for generating jobs, skills and inclusive growth.

Each Directorate plays a crucial role in achieving our organisational goals. We are excited to join us and contribute to our collective success. Together, we can make a significant impact on our community and beyond.

Our values and behaviours

At the North East CA we are committed to creating a workplace that not only meets the highest standards of professionalism and excellence but fosters a culture of integrity, collaboration, and continuous growth. Our values are the foundation of our identity and the driving force behind our success.

Our vision and commitments explain what we want to achieve. They outline our core purpose and what we are striving for as a team. Our values and behaviours are the things that are important to us, individually and as a team and they articulate the way we want to conduct ourselves. Combined, they work together to make us who we are and we use them to anchor all that we do. We have five values and actions that underpin them they are:

Strive for brilliance

- I proactively get things done with an innovative and progressive approach.
- I take responsibility to develop myself.
- I deliver the best quality work using data and evidence to inform our work.

One team

- I build strong relationships with those around me to help us achieve our goals for our region.
- I communicate clearly and openly.
- I make time to get to know the people I work with.





Drive sustainability

- I take accountability to minimise my impact on the environment and take effective action.
- I use sustainable travel options over others where possible.
- I use technology to reduce our environmental impact.

Make it happen

- I focus on outcomes and impacts to make a difference in the region and globally.
- I actively seek others to collaborate with to get the best outcomes for our stakeholders.
- I learn from experiences, failures and successes, and will seek feedback to learn continuously.

Be inclusive

- I treat people equally and fairly no matter what.
- I am curious about others so I can make them thrive.
- I create safe spaces so people feel included and belong.

Joining North East CA means becoming part of a community that is committed to living these values everyday. We believe that by embodying these principles, we can achieve extraordinary results and create a work environment where everyone feels empowered to succeed.

A great place to work

At the North East CA we recognise that our employees are at the heart of our organisation. We are committed to providing a comprehensive and competitive benefits package designed to support well-being, professional growth, and work life balance. Here are some of the key benefits we offer to our valued team members:

Financial security

- **Competitive salaries:** We provide competitive salaries that reflect your skills, experience and contributions.
- **Local Government Pension Scheme:** We provide automatic enrolment to the employer contribution scheme.

Work life balance

- **Annual Leave:** We offer a generous annual leave allowance starting at 26 days plus 8 bank holidays (pro-rata for part-time staff)
- **Flexible Work Arrangements:** We operate an agile working policy which involves working from home and our seven locations: The Lumen, Newcastle, Corten House Durham, Gateshead Civic Centre, Northumberland County Hall, Quadrant, North Tyneside, Quadrus, South Tyneside and Sunderland City Hall.
- **Inclusive Family Leave:** Our paid family leave policies supports parents and carers.

Health and wellness

- **Employee Assistance Programme (EAP) :** Confidential counselling and support services are available to help you manage personal and work related challenges.

Professional development

- Learning and development: We invest in your growth through ongoing training programs, workshops and, access to online learning platforms.
- Career advancement opportunities: Our commitment to career development ensures that you have opportunities to advance within the organisation.

Additional benefits

- Employee discounts: Take advantage of discounts on products and services offered through Vivup our employee benefits platform.
- Social and community events: Participation in organisation events and volunteer opportunities that foster a sense of community and camaraderie.
- On site amenities: Depending on your work location, enjoy on-site amenities such as secure cycle storage, shower facilities and café.

At the North East CA we are dedicated to creating an environment where you can thrive both personally and professionally. We continually review our benefits package to ensure it meets the diverse needs of our team.

Equality, diversity and inclusion

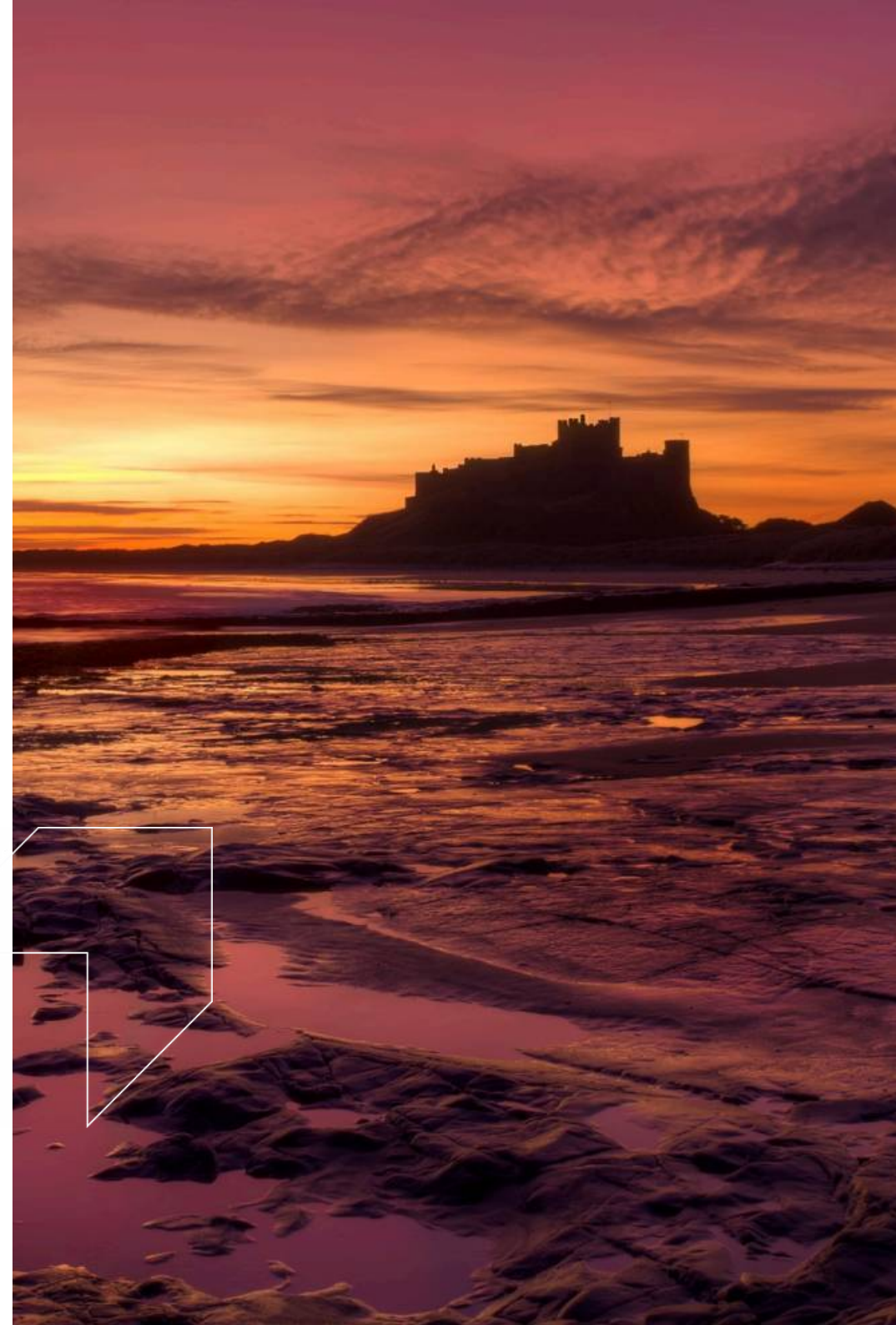
At the North East CA, we are dedicated to fostering a culture of equality, diversity, and inclusion (EDI). We believe that a diverse workforce brings unique perspectives and experiences, driving innovation and excellence within our organisation. Our commitment to EDI is reflected in our policies, practices, and everyday interactions, ensuring that everyone feels valued, respected, and empowered to reach their full potential.

Our commitment to equality

We are committed to providing equal opportunities for all employees and candidates, regardless of race, ethnicity, gender, age, disability, sexual orientation, religion, or any other characteristic that makes each person unique. Our equal employment opportunity policy ensures that all decisions related to recruitment, hiring, promotions, and benefits are made based on merit, skills, and performance.

Embracing diversity

Diversity is one of our core strengths. We actively seek to build a workforce that reflects the diverse communities we serve. By embracing diversity, we enhance our creativity, improve problem-solving, and drive better business outcomes. Our diverse team allows us to better understand and meet the needs of our customers, fostering stronger connections and greater innovation.





Promoting inclusion

Inclusion is about creating an environment where everyone feels welcome and valued. At the North East CA, we strive to cultivate a workplace where all employees can bring their whole selves to work and feel a sense of belonging. We encourage open dialogue, respect for different perspectives, and collaboration across all levels of the organisation.

EDI initiatives and programmes

To support our commitment to EDI, we have implemented a range of initiatives and programs, including:

- **Diversity and Inclusion Training:** Regular training sessions for all employees to raise awareness and understanding of EDI principles and practices.
- **Inclusive Recruitment Practices:** Strategies to ensure diverse candidate pools, such as partnerships with diverse professional organizations and inclusive job postings.
- **Continuous Feedback and Improvement:** Regular surveys, focus groups, and feedback mechanisms to gauge the effectiveness of our EDI efforts and identify areas for improvement.

Join us in our journey

We invite you to join us in our commitment to equality, diversity, and inclusion. By becoming a part of the North East CA, you will contribute to a culture that celebrates differences, encourages innovation, and values every individual's unique contributions. Together, we can build a workplace where everyone feels empowered to succeed.

Living in the North East of England: A Vibrant Place to Call Home

The North East of England is a hidden gem that offers a unique blend of rich cultural heritage, stunning landscapes, and thriving urban centres. Whether you're drawn to the hustle and bustle of city life or the tranquillity of the countryside, the North East has something for everyone. Here's why the North East is a fantastic place to live and work:

Cultural heritage and vibrant cities

The North East is home to historic cities such as Newcastle, Durham, and Sunderland, each with its own distinctive character and charm. Newcastle is renowned for its vibrant nightlife, cultural venues like the The Glasshouse, and iconic landmarks such as the Tyne Bridge. Durham with its UNESCO World Heritage-listed cathedral and castle, offers a picturesque and tranquil setting. Sunderland with its beautiful coastline and green spaces, provides a perfect blend of city and nature.





Affordable living

One of the most attractive aspects of living in the North East is the affordable cost of living. Compared to other regions in the UK, housing prices are significant lower, allowing for a higher quality of life. Whether you're looking to rent or buy, you'll find a range of options from modern apartments in city centres to charming cottages in the countryside.

Stunning natural beauty

The North East boasts some of the UK's most stunning natural landscapes. From the rugged beauty of the Northumberland National Park to the serene beaches of the Durham Heritage Coast, the region is perfect for outdoor enthusiast. The Lake District, Yorkshire Dales and North York Moors are all within easy reach, offering endless opportunities for hiking, cycling and exploring.

Excellent transport links

Despite its relatively remote feel, the North East is well connected to the rest of the UK. Major cities such as London, Edinburgh, and Manchester are accessible by direct train services making travel convenient and efficient. Newcastle International Airport provides regular flights to a variety of domestic and international destinations, ensuring you're never far from where you need to be.

Thriving education and healthcare

The North East is home to several top notch educational institutions, including Newcastle University, Durham University, Northumbria University, and University of Sunderland, all of which are renowned for their research and academic excellence. The region also benefits from a robust healthcare system, with several leading hospitals and medical facilities ensuring residents have access to high quality care.

Friendly communities

The North East is known for its friendly and welcoming communities. People here take a pride in their local culture and traditions, and there's a strong sense of community spirit from local festivals and markets to community groups and sports clubs, there are plenty of opportunities to get involved and make new friends.



How can we help you

It's important to us that our colleagues reflect the region in which they operate in. Which means we want to remove any barriers for people applying to join us.

If you have a disability, health condition, and/or are neurodiverse, or there are other reasons why you'd benefit from an adjustment at any stage of the assessment process, please just ask or look out for the 'Guaranteed Interview Scheme' tick-box as part of your application.

We are committed to making reasonable adjustments wherever possible, to ensure that people with a disability can participate in the recruitment and selection process and work comfortably in their day-to-day role.

Reasonable adjustments could include:

- Providing the application documents in a different format
- Accessing a Hearing loop
- Allowing extra time during interview
- Ensuring that information is provided in an accessible format
- Ensuring your interview environment is accessible
- Enabling captions on video calls
- Providing training or additional guidance

We want you to be your best self. We will do everything we can to support you.

Our Guaranteed Interview scheme ensures that candidates who provide evidence of meeting the minimum requirements necessary for the post, as set out in the Person Specification will be interviewed. This scheme is available to those who identify as the following:

- Having a disability, health condition, and/or are neurodiverse
- Those who have, or are currently serving in the Armed Forces

The health and wellbeing of our colleagues is top of our priority list and all new starters are required to undergo a pre-employment occupational health assessment, to ensure you have all the equipment and support available to give you a comfortable start to your career here with us.

Things you should know

If invited for interview, you will be asked to bring in Right to Work documents.

Under the Immigration, Asylum and Nationality Act 2006 we are required to check your right to work in the UK status. Please bring with you your documentary evidence of this. We will also use this information to confirm your nationality and identity.

A typical acceptable document would be a passport showing the holder is a British citizen, or a citizen of the UK and Colonies who has the right of abode in the UK.I.

Depending on the level of checks needed for the role, you may need to provide at least three documents so we can evidence your identity, nationality, permanent address, and date of birth. These documents could be:

- Current British passport or driving license
- Birth certificate
- Utility bill
- A financial statement, such as bank or mortgage, that is dated within the last three months
- If you have changed your name, you will also need to provide proof of this change, such as a marriage certificate.

If the criteria asks for a professional qualification or registration, we will need you to bring the original document with you to the interview.

Professional references are required for all of our roles and you will be asked to provide details of these at application. Please be assured we will not contact your referees until after appointment and not without your permission to do so.

We passionately believe in equality, diversity and inclusion and collecting data of our candidates is important to help us understand areas where we could improve. A confidential Diversity Monitoring Form will be sent to you for completion during the application process.

All monitoring data will be treated in the strictest confidence and will not affect your application in any way. The completion of the Diversity Monitoring Form is mandatory but includes the option 'prefer not to say'. If a form has not been completed, your application will not be considered by the selection panel.

How to find us

North East Combined Authority
The Lumen
St James' Boulevard
Newcastle upon Tyne
NE4 5BZ

- Nearest Metro station: Newcastle Central, St James Park
- Nearest rail station: Newcastle Central
- Nearest bus stop: Westgate Road, Haymarket
- Nearest parking: The Garage, Corporation Street
- Accessibility: Wheelchair friendly, hearing assistance system.

Recruitment enquiries: enquiries@northeast-ca.gov.uk

Vacancies: www.northeastjobs.org.uk



 northeast-ca.gov.uk

