

Northumberland County Council
JOB DESCRIPTION

Post Title: Strategic Transport Manager		Director/Service/Sector: Economic Policy and Regeneration		Office Use	
Grade: Band 12		Workplace: County Hall. Morpeth			JE ref: Z0137 HRMS ref:
Responsible to: Head of Economy and Regeneration		Date: July 2015	Lead & Man Induction:		
Job Purpose: Manage the Strategic Transport functions of the Council associated with strategic transport policies and programmes, the transport projects and initiatives that arise from those policies. Reporting to the Head of Service the role will require a positive contribution is made to develop, maintain and deliver the Council's Local Transport Plan and associated transport strategies. In addition, the role will be to play a leading role in delivering the programme to extend passenger rail transport from Newcastle to Blyth and Ashington. This will include liaising with others on the strategic and economic case, funding and legal aspects, commissioning governance for railway investment programme (GRIP), design and construction, franchise and operation, land assembly and property acquisition, development delivery, land value uplift and core strategy and stakeholder engagement.					
Resources		Staff Directly responsible for management of 2 managers and up to 12 further professional and technical officers that discharge a wide range of functions associated with the Council's transport policies, programmes and initiatives; as well as necessary interims and sub-contractors providing specialist services			
Finance		Accountable for a staff resource budget of £450k per year, plus commission the spend of up to £20m/year in Local Transport Plan capital funding and approximately £18 m/year in revenue expenditure, and oversee the delivery of the £60m investment in the Ashington, Blyth and Tyne Line. The role will also require bidding for and co-ordination of the funds made available from any future Government funding sources as they become available.			
Physical		Overall management of the physical resources associated with the transport function of the Economic and Inclusion Policy Team, including working environment, equipment, computer hardware and computer software/systems associated with delivery of the service. Many of the software and systems are business critical to the Council's operation			
Clients		Oversee the development of corporate policy and service delivery initiatives that impact upon the quality of service provided to users. Lead the co-ordination of new policies and strategies associated with transport planning and implementation across the Council. Ensure clients are encouraged to utilise own resources where possible to maximise the resources available to the Authority.			
Duties and key result areas:					
<ol style="list-style-type: none"> 1. Manage the Local Transport Plan policy and programme, together with the transport projects and initiatives pursued by the Council; 2. Lead and co-ordinate the development, adoption and enactment of transport policies and guides that assist the Council in making best use of its capital and revenue resources for improving the transport network, in response to existing network deficiencies and the issues that arise from the provision of new development. 3. Provide a lead role in ensuring that these corporate policies and guides are embedded in the work of the Planning Economy and Housing Directorate, as well as all other functions discharged by the Council. 4. Work with the Head of Service to raise awareness of, and compliance with, the Council's transport policies across the Council, including both officers and elected members. 5. Attend cross-service and cross-group meetings within the Council, as well as a range of representative groups outside the Council, in order to raise awareness of the Council's transport policies and projects and advocate the Council's position and requirements with respect to sub-national transport funding and policy decisions. 6. Attend Scrutiny, Planning and Area Committees, public meetings and Public Inquiries as 'expert' witness on behalf of the Highway Authority, on occasions where major development proposals are being considered 7. Play a leading role in successfully securing the effective delivery of the Ashington, Blyth and Tyne rail extension programme on time and within budget ensuring compliance with corporate values and objectives. 8. Provide extensive and specialist professional advice as to the value and delivery progress of the rail extension programme to elected members, senior management and Head of Service 9. Maintain positive and constructive relations with both the North East Combined Authority and the North East Local Enterprise Partnership with a view to maximising the effective delivery of the Councils, strategic transport policy and programmes, including the Ashington, Blyth and Tyne rail extension. 10. Develop, implement and operate effective and efficient project management frameworks for the delivery of strategic transport programmes, particularly for the Ashington, Blyth and Tyne rail extension 					

11. Manage, allocate, lead and direct professional staff within the Economic and Inclusion Policy team effectively to ensure performance management procedures help deliver service and group objectives.
12. Promote and support the development of staff through appraisal, training and development programmes.
13. Promote and maintain a positive relationship with staff to develop a climate of harmonious and constructive employee relations.
14. Effectively manage and deploy resources (Human, Physical and Financial) to achieve the services allocated objectives.
15. Accountable for the management and communication systems and processes within the policy and projects team.
16. Develop effective, positive and constructive relationships with colleagues and external contracts to promote effective partnership arrangements to secure the delivery of high quality services.
17. Monitor the effectiveness of the services provided against in-house and external benchmarks and instigates initiatives to ensure continuous improvement.
18. As a senior member of the Directorate's management team, participate in the corporate planning and management processes for the service.
19. Promote good relations with all other groups of the council to maximise performance of its functions and to achieve a co-ordinated approach to the development and provision of service.
20. Ensure effective joint working and planning with all relevant external agencies, to maximise the Council's role, function and influence in relation to all aspects of transport policy and programmes.

Undertake any other duties and responsibilities consistent with the nature, level and grade of the post.

Work Arrangements

<p>Transport requirements:</p> <p>Working patterns:</p> <p>Working conditions:</p>	<p>Travel within the county as well as to various regional and national locations for seminars, conferences and meetings</p> <p>Normal office hours with a requirement to attend evening meetings and committees</p> <p>Some exposure to outdoor working, regular attendance at meetings and forums held at locations outside the Council's ownership and control. Work in high stress office environment with frequent and continual interruptions. Attendance at various public venues on behalf of the Highway Authority, Street Authority, Coast Protection Authority and Lead Local Flood Authority, in sometimes confrontational and hostile conditions.</p>
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Northumberland County Council
PERSON SPECIFICATION

Post Title: Strategic Transport Policy Manager	Director/Service/Sector: Planning, Economy and Housing Directorate	Ref: Z071
Essential	Desirable	Assess by
Qualifications and Knowledge		
<p>Degree level or equivalent standard of general education Relevant professional qualification and membership of appropriate professional body eg CITP, CILT, etc Extensive understanding of transport and highways legislation, regulations, national policies and professional best practice. Significant knowledge of Public Sector Funding sources, finance procedures and Budget management Detailed comprehension of contemporary transport planning and transportation policy issues. Comprehensive understanding of the land use planning and transport scheme delivery processes.</p>	<p>Management degree or post-graduate diploma e.g. MBA, CMS, DMS. Member of professional Management body Evidence of recent relevant Management Training.</p>	
Experience		
<p>Recent extensive experience and proven achievement at senior management level within a Highway Authority setting or organisation of comparable scope and complexity Extensive experience and a proven track in the formulation and delivery of strategies and policies in a Local Authority or public sector organisation of comparable scope and complexity Significant experience and demonstrable success in the management of change and of securing the support of others in the process Comprehensive experience of financial & resource management within a comparable organisation A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders.</p>	<p>A demonstrable track record of leading and managing teams and delivering outcomes that require collaborative approaches both within the organisation and with external partners. Experience of acting as expert witness at Public Inquiries and Planning Appeals</p>	
Skills and competencies		
<p>A corporate and collaborative commitment to tackling issues in a non-departmental manner. Logical & analytical approach to decision making. Good time management and prioritisation skills. Politically astute. Financial and commercial awareness, Excellent written and verbal communication skills. Excellent presentational skills Personality, conduct and credibility that engages and commands the confidence of colleagues, Council Members and other stakeholders.</p>	<p>Able to exercise sound judgement and decisiveness IT skills and awareness</p>	

<p>Superior ability to provide visible and supportive leadership, empowering, enabling, motivating and developing the staff and fostering a positive organisational culture. Keen aptitude to operate effectively within the democratic process and to develop productive working relationships with Council Members that command respect, trust and confidence. Extremely astute and able to maintain a clear overview of the issues affecting the Council in general and the service in particular. Formidable analytical skills and an excellent aptitude for developing innovative solutions to complex problems. Ability to independently propose, develop and implement effective strategies in pursuit of agreed goals and to make clear, informed, appropriate and timely decisions. Very well developed networking, partnership, advocacy, negotiating and presentation skills that are persuasive and influential with others. Excellent interpersonal and communication skills to relate effectively to, and command the respect, trust and confidence of, colleagues, Council Members, and other stakeholders.</p>		
Physical, mental, emotional and environmental demands		
<p>Usually works from seated position with regular need to walk, bend or carry items. Periods of time visiting sites on the public highways and various meetings at client premises throughout the county, region and occasional national locations. Need to maintain general awareness with prolonged periods of enhanced concentration, particularly in meetings, high level negotiations, committees, public exhibitions and during cross examination at public forums. Frequent and lengthy contact with public/clients/agents in dispute with the Council. Proficient at the dispute resolution and able to balance conflicting demands. Adept and able to prioritise a high level of multi-service requests in a logical and rational manner.</p>		
Motivation		
<p>Self managing motivated, driven individual with minimum need for supervision or Executive intervention or instruction.</p>		
Other		
<p>Full driving licence required, ability to attend meetings and access sites and premises in various states of development and locations.</p>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits