

JOB DESCRIPTION

Post Title: Principal Transport Officer		Service: Regeneration, Commercial and Economy Directorate		Office Use	
Grade: Band 10		Workplace: County Hall, Morpeth			JE ref:
Responsible to: Strategic Transport Manager		Date: May 2021		Manager Level:	
Job Purpose: To provide professional and technical advice on strategic transport policies, programmes and projects within the wider economic growth and net zero context at both national and local level. . To provide effective leadership, co-ordination and management of the area, including the setting and achievement of business targets and performance management. To make an innovative and effective contribution to the corporate management of the Directorate, the wider Corporate Resources Directorate, and the Council. To instil and continuously encourage a culture of customer care and engagement across the unit.					
Resources	Staff	Directly responsible for up to 5 professional, specialist and support staff, as well as for directing work and tasks to other staff across the organisation, external partners and appointed consultants involved in the delivery of multi agency strategic projects.			
	Finance	Directly responsible for the efficient and effective management of the resources (circa £15 million) allocated within the Council's Medium Term Financial Plan and/or secured from external funding sources to the Service associated with the delivery of significant capital schemes with examples including the provision of relief roads; reopening of train stations; and provision of new walking and cycling infrastructure..			
	Physical	Management of the working environment, equipment, computer hardware and software systems associated with the delivery of the unit. Maintain and operate strategic programme and project management systems and other key corporate systems.			
	Clients	Coordinate the development of corporate policy and service delivery initiatives that impact upon the quality of service provided to users. Lead the coordination of new policies and strategies associated with development and delivery of strategic transport policies, programmes and projects across the Council. Ensure clients are encouraged to utilise own resources where possible to maximise the resources available to the authority. Ensure that employees within the service and other stakeholders comply with relevant legislation, council policies and procedures.			
Duties and key result areas: 					

10. To actively 'horizon scan', be aware of developments at national, local and regional level that will impact on the interests of Northumberland or the work of the Council, and ensure that services are responsive, continuously improving and totally customer focused
11. To ensure that legislative and procedural standards are adhered to
12. To contribute to the determination of the most effective utilisation and deployment of resources (human, physical and financial) within the Regeneration, Commercial and Economy Directorate in order to implement the Council's priorities and statutory responsibilities within budgets in an imaginative and innovative way
13. To fully participate, as a senior member of the Economy and Regeneration Service, in the corporate planning and management processes for the service
14. To proactively develop, implement and operate effective programme and project management frameworks and ensure that robust mechanisms are continuously developed to establish and monitor the effectiveness of service related strategies, policies and practices
15. To ensure that all associated budgets are managed efficiently and effectively to provide the best value for money and the optimum possible level of service. Contribute to the preparation of capital and revenue spending plans. Jointly accountable for expenditure against budgets, ensure effective spend against priorities and targets, and comply with financial regulations
16. To proactively manage a team of professional and support staff to oversee the effective delivery of services on a day-to-day basis and direct the service, within the corporate performance management procedures, to achieve corporate objectives
17. To promote and support the development of staff through appraisal, training and development programmes
18. To promote and maintain a positive relationship with staff to develop a climate of harmonious and constructive employee relations
19. To be accountable for the management and communication systems and processes within the team
20. To develop effective, positive and constructive relationships with colleagues and external contracts to promote effective partnership arrangements to secure the delivery of high quality services
21. To 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 economic growth and strategic transport
22. To actively promote and represent the interests of Northumberland County Council in relation to service activities and policies at a local and national level, as appropriate, particularly through the participation in relevant programmes, showcasing good practice and contributing to professional networks
23. To monitor the effectiveness of the services provided against in-house and external benchmarks and instigates initiatives to ensure continuous improvement
24. To develop and implement robust mechanisms for establishing and monitoring the effectiveness of service related strategies and policies

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	Involves travel to meetings, sites, projects and other locations throughout the county and beyond.
Working patterns:	Flexible working arrangements with the need to work outside of normal working hours as required.
Working conditions:	Some exposure to working outdoors.

PERSON SPECIFICATION

Post Title: Principal Policy Officer		Director/Service/Sector: Economic and Inclusion Policy Unit, Planning, Economy and Housing Directorate		Ref:3848
Essential			Desirable	Assess by
Qualifications and Knowledge				
Degree level and professional qualifications in a relevant subject, plus recent and relevant post qualification training, additional qualifications and experience in a relevant context 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. Understands the diverse functions of a large complex public sector organisation, and its cross-cutting issues and challenges Detailed comprehension of contemporary transport planning and transportation policy issues. Comprehensive understanding of the land use planning and transport scheme delivery processes.			Evidence of recent relevant Management Training.	
Experience				
Recent significant post-qualification experience in a relevant context. Experience of a range of strategic management functions An evidenced track record of successful management and achievement of objectives in an organisation of comparable scope and complexity A demonstrable track record of leading and managing teams and delivering outcomes that require collaborative approaches both within the organisation and with external partners Substantial experience and a proven track record in the formulation and delivery of strategies and policies within an organisation of comparable scope and complexity Experience of 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 in the public, private and voluntary sectors			Substantial experience and demonstrable success in the management of change and of securing the support of others in the process	
Skills and competencies				
Good management and leadership skills are an essential requirement of the post holder, demonstrable evidence of providing visible, empowering and motivational leadership and fostering a positive organisational culture Personal effectiveness and judgement, takes the initiative, risk aware and able to work with high levels of autonomy Excellent written and oral communication skills; ability to use IT; present information and use appropriate communications with different audiences; and effectively disseminate acquired knowledge Ability to problem solve, analyse and interpret complex information and business statistics Excellent negotiation and influencing skills Customer oriented, with well developed networking and partnership skills, able to build relationships with a range of stakeholders Active and effective advocate for the service both within the council and externally Financial and commercial awareness and effective budgeting and financial management skills Ability to maintain a clear overview of the issues affecting the Council in general and the service in particular. Demonstrable ability to propose, develop and implement effective strategies in pursuit of agreed goals and to make clear, informed, appropriate and timely decisions. Ability to command respect, trust and confidence of colleagues, Council Members and other stakeholders				

High levels of calm, tact and diplomacy in difficult situations		
Physical, mental and emotional demands		
Normally works from a seated position but with regular need to walk, bend or carry items Need to maintain general awareness with some lengthy periods of enhanced concentration Frequent contact with public/clients in dispute/negotiations with the Council		
Motivation		
A proactive corporate orientation and a commitment to tackling issues in a non-departmental manner Self-reliant, able to exercise discretion and possessing the ability to manage time effectively. Models and encourages high standards of reliability, honesty, integrity, openness and respect for others Actively helps managers and staff create a positive work culture, in which diverse, individual contributions and perspectives are valued Proactive and achievement orientated Works with minimal direct supervision Personality, conduct and credibility that engages and commands the confidence of colleagues, Council Members and other stakeholders		
Other		
The ability to drive and, as necessary, work unsocial working hours. Ability to meet the transport requirements of the post.		