



APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Tees Valley Combined Authority.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Head of Transport

Vacancy ID: 009633

Salary: £76,997.00 Annually

Closing Date: 13/01/2019

Benefits & Grade

Grade SM1

Contract Details

Permanent

Contract Hours

37 hours per week

Interview Date

Week commencing 28/01/2019

Job Description

We are at the forefront of northern growth and a flagship for successful devolution.

As the Local Transport Authority for Tees Valley we have ambitious plans to transform the transport infrastructure in Tees Valley to enable our 660,000 residents and the businesses based here to get people around the area easily and effectively to access employment, leisure & cultural events, and to make our freight and logistics networks as effective as possible. Working with local, regional and national partners including DfT, Network Rail and TfN, this post holder will complete consultations on our draft Strategic Transport Plan and lead on the delivery of the Plan including our key transport projects in the area. These projects include securing and delivering a new crossing of the River Tees on the A19, a new Darlington Northern Link Road, Bus Priority and improvement and major works to both Darlington and Middlesbrough Stations, along with other rail, road and wider projects.

The Tees Valley Combined Authority is responsible for overseeing around £1½ billion in investment funds, with more to come through ongoing devolution arrangements. Our successful delivery to date means that we have now been allocated £75m of Transforming Cities Funding for the period to end 2022/23, which will enable us to prioritise and fund many of our short and medium term ambitions for the transport network in our region, and also to work on developing longer term projects for future funding and delivery.

Straddling the boundaries of County Durham and North Yorkshire, the Tees Valley covers five local authorities – Darlington, Hartlepool, Middlesbrough, Stockton and Redcar & Cleveland – with a combined population of 660,000.

The Authority incorporates the highly successful Local Enterprise Partnership, and sustains strong links with the local business community and other partners. Together, we aim to create 25,000 jobs and £2.8bn extra growth by 2026. Tees Valley Mayor Ben Houchen chairs our Cabinet.

We are now looking to recruit a new Head of Transport. As the lead advisor for the transport authority, you will be a member of our Senior Leadership Team and will be responsible for our

Transport Authority function, finalise and deliver our draft Strategic Transport Plan, deliver key transport projects and set priorities for investment and services, for all modes of transport.

You will have senior leadership experience and strong partnership skills, enabling you to work with multiple stakeholders to deliver demonstrable results.

With a strong background in transport policy development and project delivery, your remit ranges from the delivery of our ambitions to expand cycling and walking, to improve bus and rail services, transform our infrastructure, and enhance our northern, national and international connectivity.

For detailed information on this role, please refer to the Job Description and Person Specification.

For more information, visit www.teesvalley-ca.gov.uk/about/work-with-us/.

For a further informal discussion, please contact Alison Fellows, Investment Director, on 01642 527096.

An online application form and further information is available from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email recruitment@xentrall.org.uk



TEES VALLEY COMBINED AUTHORITY

JOB DESCRIPTION

Post Title:	Head of Transport
Post Reference:	TVCA 89
Accountable to:	Investment Director
Grade:	SM1

JOB PURPOSE

To be responsible for leading on the development and delivery of Tees Valley wide transport policy and the delivery of the strategic transport plan, including delivery of transport and other major infrastructure projects, setting priorities for investment and services, providing high quality modelling and analytical support, and monitoring transport and infrastructure schemes and programmes to deliver real results and enhance our northern, national and international connectivity to support our economic growth ambitions.

To be a member of the senior management team and to deputise for the Managing Director or Investment Director, as required, in relation to transport.

DUTIES AND RESPONSIBILITIES

1. To lead on the ongoing development of the Tees Valley wide transport policy and strategy with the aims of securing increased investment in the area's transport infrastructure and services, promoting enhanced strategic connectivity for the Tees Valley and an integrated transport network across the region to meet future demand and expectations and support economic growth.
2. To ensure the statutory duties and functions of the Transport Authority are carried out and fulfilled.
3. To maintain ongoing positive relationships and close working with a range of key stakeholders, including Department for Transport, Network Rail and Highways England, to ensure Tees Valley priorities are understood and reflected in a range of external strategies, policy documents, investment and delivery plans.
4. To work as part of the Transport for the North and Rail North partnerships, contributing to northern-wide strategy and delivery on roads, rail, freight and international connectivity, and to represent the interests of the Tees Valley as a full and active member.
5. To oversee the development and secure the delivery of major transport and other infrastructure schemes in the Tees Valley (transport and non-transport related), and influence improvements in service delivery of rail, bus and road transport, including through new devolved powers and resources.
6. To work with the Tees Valley Local Authorities on the production and monitoring of transport plans and services, ensuring the integration and alignment of investment against agreed priorities, including the management of the Transforming Cities Fund and the delivery of Tees Valley transport projects.

7. To ensure cross-cutting involvement in Tees Valley wide programmes, to ensure that Transport can contribute to and support other key themes and outcomes.
8. To lead a team providing high quality modelling and analytical support and advice for transport and infrastructure development, maintaining and developing multi-modal transport, micro-simulation and accessibility models for the Tees Valley area.
9. To develop and assess business cases for investment of local and national funding for the highest priority large-scale transport investments.
10. To produce responses to a range of transport consultations and comment on transport issues in relation to local, regional and national strategies.
11. To lead on the finalisation of a statutory transport plan for the Tees Valley, and to oversee its implementation and delivery.
12. To act as an Ambassador for the Tees Valley, promoting the interests of the sub region both nationally and internationally and raising the profile and reputation of the organisation.
13. To be a member of the senior management team and to deputise for the Managing Director or Investment Director, as required, in relation to transport.
14. To assist and advise the Elected Mayor, Transport Portfolio Holder, Elected Members of the Board and members of the Local Enterprise Partnership on transport policy and strategy matters.
15. To adhere to all policies, practices and procedures with regard to financial management, legal matters including procurement and those associated with the workforce including Health and safety promoting employee engagement and ensuring good practice is in place.
16. This is a post which is politically restricted in accordance with the Local Government and Housing Act 1989.
17. The duties and responsibilities in this job description are not exhaustive and the jobholder may be required to undertake other duties within the general scope of either the level or nature of the post.

TEES VALLEY COMBINED AUTHORITY

PERSON SPECIFICATION

Post Title: Head of Transport

Post Reference: TVCA 89

Criteria		Method of Assessment
Qualifications and Education	Degree or equivalent relevant professional qualification.	Application / Certificates
Experience	A proven track record of leading in the formulation and delivery of strategic objectives in complex partnerships.	Application
	A demonstrable track record at senior executive level.	Application
	A track record of working in and forging successful partnerships with a wide range of internal and external bodies including government and non-government organisations, the private sector and voluntary sectors to successfully deliver across sector projects.	Interview
Knowledge, skills and abilities	Ability to develop, analyse and implement strategies.	Application
	Knowledge of national legislation, policies and developments.	Application
	Ability to work successfully with and influence a wide range of public and private sector partners and stakeholders.	Interview
	Ability to operate effectively within the democratic process, with the political acumen and skills to develop productive working relationships with Tees Valley Combined Authority members.	Application / Interview
	To provide visible and supportive leadership, empowering, enabling, motivating and developing the workforce and fostering a positive organisation culture.	Interview
	Financial and commercial awareness, with strong analytical skills and excellent aptitude for developing innovative solutions to complex problems.	Application
	Ability to propose, develop and implement effective strategies in pursuit of agreed goals and to make clear, informed appropriate and timely decisions.	Application / Interview
	Highly developed networking, partnership, advocacy, negotiating and presentation skills that are persuasive and influential on others.	Interview

	Ability to attract private sector investors and partners.	Application
	Outstanding negotiation, interpersonal and communications skills.	Interview
	The ability to engage with and inspire individuals and organisations to adopt the Tees Valley Combined Authority vision and work towards its goals regionally, nationally and internationally.	Interview
Personal style and behaviour	A desire to be part of the senior leadership team of an organisation and to share responsibility for driving the aims of the whole organisation.	Application
	High levels of energy, stamina and resilience.	Interview
	A high degree of integrity.	Interview
	A high drive for achievement.	Interview
	A high degree of awareness of the need of customers, partners and other stakeholders.	Application
Key Leadership Behaviours	<p>Creating a vision for the future Strategic thinker and visionary. Creating a vision for the future and translating this into reality.</p> <p>Performance Focus Drive to deliver agreed outcomes and raise standards of performance, service and excellence. Setting clear milestones/outcomes for self and others against which performance is measured. Addressing openly, directly and constructively performance issues.</p> <p>Influencing and Partnership Very high level of persuasive, convincing, influencing skills to engender strong partnership working. Ability to deploy appropriate tactics and language to engage and influence stakeholders and partners.</p> <p>Leading and Motivating Intention, desire and ability to understand, lead and motivate a group of people in order to deliver outstanding results. Providing clarity and priorities in a complex and changing environment and recognising and valuing people and their contributions.</p>	

Conditions of Service

General

Conditions of service generally are those contained in the appropriate National Joint Council Schemes. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours, from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). There is a flexible working hours scheme in operation.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Authority is working towards an environment where all employees receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Authority operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Authority. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Authority in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.