**Rail Officer (Local Rail Expansion Programme)**

**Transport North East Strategy Unit**

**Fixed Term Post (October 2020 to March 2022)**

This role is offered for a fixed term period ending March 2022. The role will be located in Gateshead Civic Centre, or any future location where the Transport North East Strategy Unit is hosted.

The role will report to the TCF Project Lead.

**JOB DESCRIPTION**

**Job Purpose**

The purpose of the role is to work with consultants, local stakeholders and government stakeholders to prepare reports and studies that examine the technical feasibility, the potential passenger demand and the business case for investing in the four elements of the North East’s Local Rail Expansion Programme (NELREP). The work may be expanded to cover further rail expansion proposals, for instance projects that may emerge from the Restoring Your Railways bidding process.

**Job Description (Key Outputs to be Delivered)**

The postholder will:

* Rapidly develop a detailed understanding of the NELREP and the studies that have been completed, are under way and are planned for the period up to March 2022.
* Contribute to the design, procurement and setting up of structures and systems required to manage the NELREP.
* Undertake day to day management and liaison tasks in order that the consultants engaged to perform studies associated with the NELREP can work efficiently and effectively, within agreed timescales.
* Work closely with scheme partners to ensure the studies being undertaken are well understood by all stakeholders and delivery partners, and that their respective roles and responsibilities are understood in respect of the studies and any subsequent schemes to be delivered. These discussions will be conducted with sensitivity, professionalism and persuasiveness at all times.
* Prepare reports and briefings to ensure that key officers and the Joint Transport Committee are kept updated on the programme’s progress and key findings.
* Ensure that all business cases for investment are prepare in line with Government’s Transport Appraisal Guidance and the region’s Transport Assurance Framework as appropriate.
* Attend regular progress meetings with individual stakeholders and with region-wide groups, and prepare minutes of those meetings for approval by the TCF Project Lead.
* Prepare draft reports for JTC and internal decision makers regarding the passage of schemes through relevant design and funding gateways.
* Prepare progress reports for the programme, tailored to various audiences.
* Deputise for the TCF Project Lead from time to time.
* Undertake these requirements strictly within the timescales and deadlines set by and agreed with the TCF Project Lead.

**PERSON SPECIFICATION**

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| **EDUCATION** |
| Educated to degree level or equivalent in a relevant discipline |
| **SPECIFIC KNOWLEDGE** |
| Demonstrable knowledge of the local rail industry structures and key stakeholders at central, sub-national, regional and local Government levels. Demonstrable knowledge of the complex operating environments that local rail systems work within. |
| Demonstrable knowledge of dealing with large scale bids for transport proposals, or similar relevant experience |
| Knowledge of preparing business cases in line with HM Treasury Green Book and other relevant guidance, including knowledge of producing a business case for a transport programme or scheme |
| Knowledge of working with external consultants |
| Knowledge of legislative and regulatory requirements associated with the delivery of major asset or infrastructure investment projects |
| Proven track record of stakeholder liaison and management |
| Proven writing and reviewing skills |
| Budget monitoring and planning skills |
| Capable of strategic thinking and working in a fast moving and changing environment |
| Ability to solve problems and make autonomous decisions and be able to defend and support outcomes |

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| Demonstrable experience of working in a busy team environment |
| Demonstrable experience of contributing to the delivery of complex projects |