

## Strategy and Policy Officer (Rail)

### Transport North East

Full time role, for which we will happily consider flexible working applications. The role is based at Gateshead Civic Centre; with capacity to work from home when appropriate. Site visits and meetings around the North East and sometimes further afield will be required from time to time.

The role will report to the Head of Heavy Rail.

## JOB DESCRIPTION

### Job Purpose

The two main purposes of the role are:

- 1) To lead on the production of the new North East Rail and Metro strategy (NERMS), one of a suite of strategies being developed to support the North East Transport Plan. The document is at the early drafting stage and you will be responsible for taking it through to public consultation and then approval by the North East Joint Transport Committee before final publication (early 2022); and once written play a part in bringing the component parts of that strategy to fruition.
- 2) To manage a programme of corridor studies undertaken with support from consultants. The studies will examine the technical feasibility, the potential passenger demand, and the business case for investing in the North East's Local Rail and Metro Expansion Programme which sits with in the NERMS. Close liaison with Nexus (the operator of the Tyne and Wear Metro), the North East local authorities, Network Rail and the Department of Transport will be part of the development process.

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

The postholder will:

- Lead on the development of the North East Rail and Metro strategy and take the document through its final iterations to completion.
- Engage in the public and stakeholder consultation and make any resultant changes to be fed back to the North East Joint Transport Committee
- Develop schemes and initiatives to deliver the outcomes presented in the NERMS
- Rapidly develop a detailed understanding of the previous rail and metro extensions studies that have been completed, are under way and are planned for the period up to March 2024.
- Lead on the procurement of studies / business case developments and subsequent stakeholder engagement / approvals to take favourable schemes forward to the next stage.

- Project manage the consultancy work to ensure efficient and effective, delivery within agreed timescales and budgets.
- Provide progress updates to and engage with stakeholders and delivery partners and ensure 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 North East Joint Transport Committee are kept updated on the programme's progress and key findings.
- Ensure that all business cases for investment are prepared in line with Government's Transport Appraisal Guidance and the region's Transport Assurance Framework as appropriate.
- Deputise for the Head of Heavy Rail from time to time.

## PERSON SPECIFICATION

EDUCATION
Educated to degree level or equivalent in a relevant discipline
SPECIFIC KNOWLEDGE
Appreciation of the North East's local rail and Metro network
Experience of policy and or strategy development work
Experience of preparing (or contributing to) business cases in line with Government and other relevant guidance
Experience of liaising with or managing external consultants to deliver transport studies or similar.
Appreciation of Government (DfT), sub national (TfN) and local policies and strategies relative to rail
Proven track record of stakeholder liaison and management
Exemplary report and document writing and reviewing skills
Budget monitoring and programme management skills
Capable of strategic thinking and working in a fast moving and changing environment
Able to work individually and as part of a team