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| ROLE PROFILE |
| **Job Title** | Head of Enhanced Partnerships |
| **Grade** | NECA Senior Manager Band 2 |
| **Reporting to** | Transport Strategy Director |
| **Politically Restricted** | NECA has designated that this post is not politically restricted in accordance with the requirement of section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |
| **Purpose of the job:**To enable the success of the Enhanced Partnership (EP) in the geographic area covered by the North East Joint Transport Committee through the facilitation of effective and collaborative relationships, initiatives and projects between partners and stakeholders. |
| **Key Result Area – Corporate*** To strengthen and develop the culture of the organisation. To support and seek out collaborative opportunities across the team, within the wider organisation and with appropriate partners and stakeholders.

**Key Result Area – Leadership*** Act as a leader as part of the senior team at Transport North East setting an example by demonstrating and working within TNE’s values and behaviours (under development at the time of writing);
* Play your part in the organisational development of TNE contributing proactively to initiatives which will increase the effectiveness of what we do;
* To provide clear and visible leadership in a positive working environment;
* Contribute to the overall plan for the organisation, taking the lead role and advising on specialist areas of responsibility;
* Manage corporate and team projects and initiatives of varying complexity ensuring that the standard project management methodology is properly utilised. Provide opportunities for employees by encouraging cross-team and matrix working.
* Manage employees, relevant budgets and team/individual performance in accordance with organisation procedures and objectives
* Establish effective lines of communication and build working relationships with the team based around trust and empowerment;
* Take ownership of your personal development and the development of your team;
* Actively encourage and lead by example in terms of smarter working initiatives and promote the use of technology to maximise productivity ;
* Ensure, as far as reasonably practicable, the health, safety and well-being of yourself and others within the workplace, including building levels of resilience and instigating interventions as appropriate;
* Ensure principles of equality and diversity are embraced and underpin all work for employees and stakeholders.

**Key Result Area – Service Delivery*** Establish the most effective level of service delivery attainable within the resources available;
* Establish effective workforce planning arrangements and take into account not only the human resource factors, but overall strategic plans, financial and budget considerations, environmental issues and legislation requirements/regulations and governance;

**Key Result Area – Job Specific****Operational Partnership Management** * Undertake enhanced strategic liaison with government, bus companies, all councils across the region and other combined authority areas and key stakeholders on the production and management of the EP.
* Approach the management of the EP with the needs of the region’s bus users in mind, and in line with the objectives set out in the North East Transport Plan;
* The development of strategies and projects which will become variations of the scheme or introduction of further schemes to further develop the bus network in order to improve customer experience and attract new customers;
* Maintaining and servicing effective governance for the EP through the provision of reports, briefings and data;
* Undertake actions to support the independent chair of the partnership board. Including the development of policies and strategies and amendments to the EP to meet the changing priorities of the region;
* Oversee maintenance of the document suite associated with the EP including, monitoring central government policies and strategies and where appropriate review and refresh, in collaboration with legal colleagues, variations to the EP Scheme and Plan;
* Evaluate, monitor and consider the performance of partners against targets and commitments and collaborate with partners to propose alternative or remedial measures;
* Support partners in consultation processes in line with requirements set out by the partnership, or where appropriate statutory requirements;
* Where appropriate, advise on strategic objectives, formulate strategies and support partners with the development of qualifying agreements and that when necessary advice is taken to ensure that the EP operates inline with competition law and other legislation;
* Ensure that the EP is managed to standards which stand up effectively to audit and scrutiny;
* Ensure that where necessary, information about the EP is effectively communicated and that queries and requests for information are dealt with in a timely fashion;
* Manage the revenue budget associated with the EP the scale of which will be dependant of Government funding;
* Lead on strategic analysis of data and collaborate with TNE colleagues to ensure that appropriate data about the bus network is appropriately monitored and reported on and that all transport data is used to good effect to inform EP activities;
* Collaborate with finance colleagues to ensure that financial transactions and payments associated with the EP are conducted in accordance with relevant processes;
* Lead and develop the EP team, which may extend to up to 8 posts subject to funding;
* Collaborate with communication team colleagues to celebrate the successes of the EP and ensure that bus and sustainable transport solutions in the region are portrayed in a positive light.
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| **Other key activities****Partnership Development*** Oversee the strategic development, and where appropriate the delivery, of initiatives led by the partnership to improve bus services in our region in line with the EP plan and scheme and our region’s Bus Service Improvement Plan (BSIP);
* Working alongside other TNE colleagues, apply the region’s assurance framework to prioritise investment decisions in bus services, including business case development, and;
* Lead and collaborate with TNE colleagues to ensure that the needs of the bus network are effectively represented in regional strategic documents and policies.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility of the post, as directed by the Transport Strategy Director. |

Section 2

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | * Educated to an appropriate standard, and demonstrable work experience which shows that you can succeed and develop within the role
 | * Membership of relevant professional body
* Evidence of continued professional development
 | * Application form
* Selection process
* Pre-employment checks
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| **Experience** | * Demonstrable experience of writing strategies and policies;
* Demonstrable experience of presenting content to a range of audiences including senior management and the public;
* Demonstrable experience of overseeing the production of responses to consultations, inquiries and calls for evidence, including those ran by Central Government.
* Demonstratable experience of adopting a creative approach to problem solving;
* Experience of successful strategic management and the formulation and delivery of strategic objectives, plans and policies;
* Proven ability to manage a significant budget and meet financial efficiencies;
* Working with Members and Senior Officers, advising on specialist areas of responsibility;
* Strategic level planning and people management, including motivation, engagement, empowerment, performance management and development;
* Experience of managing complex projects;
* Experience of implementing and delivering collaborative working with multiple stakeholders .
 | * Experience of procuring suppliers and managing contracts
* Demonstrable experience of running public consultations and analysing feedback
* Experience of coaching and mentoring team members
* Appreciation of bus operations planning, commercial transport operations and bus legislation
 | * Application form
* Selection process
* Pre-employment checks
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| **Skills and Knowledge** | * Demonstrable leadership skills and the ability to delegate effectively;
* Understand the strengths, motivations, aspirations and areas for development within a team and use this information to build resilience, manage talent and form positive working relationships built on trust which will empower, challenge and develop the team;
* Problem solving and budget setting skills;
* Political and cultural awareness and an understanding of the political context and environment of Local Government;
* Excellent communication and presentation skills;
* Knowledge and understanding of Local Government statutory requirements;
* Good understanding of project management processes;
* Excellent organisation skills, to plan the use of people and resources to meet deadlines.
* Excellent IT skills
 | * Awareness of National government transport policy and priorities;
* Detailed knowledge of transport opportunities priorities, and challenges in the North East area;
* Demonstrable knowledge of transport policy and strategy
 | * Application form
* Selection process
* Pre-employment checks
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| **Personal Qualities** | * Ability to work on own initiative and as a member of the team
* Ability to organise workload, prioritise competing demands and work to deadlines
* Ability to set work priorities for the team
* Ability to demonstrate resilience and work flexibility, adapting to changing priorities
* Ability to maintain confidentiality and security
* Committed to the principles of equality and diversity
* Ability to influence attitudes and behaviours and lead by example.
* Excellent literacy and numeracy skills
* Professional in approach and personal commitment
* Well organised and self-motivated;
 |  | * Application form
* Selection process
* Pre-employment checks
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