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| ROLE PROFILE | |
| **Job Title** | Head of Rail Partnerships |
| **Grade** | SM2 |
| **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:**  Act as a strategic leader for TNE, building strong and inclusive partnerships; and support the development and implementation of a coherent and integrated approach to strategic transport planning.  Provide leadership and direction to the Rail Partnership Team. | |
| **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 (TNE) 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 legislative requirements/regulations and governance;   **Key Result Area – Job Specific**  **Rail Strategy and Partnership**   * Oversee the on-going development and delivery of the Long Term Rail Strategy as part of the North East Rail and Metro Strategy and the Transport Plan, working with the rail sector in the preparation of business plans and strategic documents, and ensuring that the potential for our region’s rail network is represented in the wider TNE transport planning, strategy and policy process * Develop and progress our region’s plans to sign up to a rail partnership with Great British Railways linked to proposals to extend the scope of rail devolution in the North in collaboration with the Department for Transport, TNE partners and other bodies. * Collaborate fully with the existing North East Rail Management Unit, to ensure that stakeholders and members are engaged with the development of the rail partnership and future devolution plans * Lead in building the capacity and capability within TNE and our region to take full advantage of the future rail partnership * Ensure the processes for the conduct of business of the Rail North Partnership/Committee are executed in accordance with the Articles of Association and the Members Agreement. This shall include the election of members and officials, the conduct of meetings and compliance with statutory responsibilities. * Oversee TNE’s input and support and assist the planning and award of future rail service contracts for all North of England rail services. * Lead TNE in the short to long term planning of the East Coast Main Line franchise replacement * Liaise and consult at a national level with all stakeholders including DfT, Network Rail, Transport Scotland and other PTE’s. * Work with TNE partners to enable the adoption of digital technologies that will enable delivery of dynamic, responsive, and fit for purpose and customer-centric services.   **Project Sponsorship and Delivery**   * Represent TNE in the planning and allocation of national rail investment programmes to the North. Work with TNE partners to ensure an investment programme based upon the projects developed by member authorities, Network Rail and the TOC’s, including the implementation of investment schemes, passenger contract changes and revisions to fares and ticket product * Take every opportunity to develop and promote projects at any scale which deliver the NERMS and North East Transport Plan objectives, securing regional support and input, and where necessary overseeing the development of business cases * Oversee the sponsorship of rail projects promoted by TNE to ensure that projects remain aligned with national, regional, local and other stakeholder objectives and offer suitable monitoring and challenge to delivery bodies in order to ensure benefits are delivered * Monitor the delivery of programmes and projects reporting progress to key stakeholders in the region including the Joint Transport Committee   **Communication and Influencing**   * Become recognised as a rail industry Ieader, and promote TNE as a credible and effective organisation within the rail industry * In liaison with the wider TNE team, create and roll out sustained communication strategies and campaigns aimed at securing investment in rail in the North East and ensuring that key priorities for the retain profile regionally and nationally * Proactively, and reactively, collaborate with colleagues for shorter term communications activities aimed at rail industry decision makers to benefit the North East * Develop and maintain relationships with TNE’s key stakeholders including LAs and Councillors, MPs, regional bodies and others, ensuring they remain fully briefed on rail related issues and are positioned to support TNE’ communication and influencing activities * Collaborate with counterparts from other regions to influence national rail strategy in TNE’s favour * Formulate strong and collaborative relationships with key rail industry bodies including Great British Railways (and their transition team), Network Rail, DfT, TFN, Train Operating Companies and Freight Operating Companies with a view to promoting and embedding TNE’s objectives within industry organisations * Liaise with Nexus over wider rail industry issues to ensure consistency of voice in rail industry liaison.   **Other key activities**   * Lead the TNE Rail Team. * Develop, maintain and manage relationships with Network Rail, Nexus, LA7 Authorities, the Department for Transport (DfT) and other key stakeholders. * Plan and lead high level meetings with DfT officials, senior officers from the seven North east local authorities, relevant neighbouring authorities and other regional transport stakeholders. * Oversee procurement exercises and mange contracts with external suppliers, as and when necessary * Deputise for the Transport Strategy Director as required. * Lead the production of timely and informed briefing notes and reports for internal and external stakeholders, including Transport Strategy Board, North East Joint Transport Committee and MPs. * Verbally present reports and deliver presentations to the Joint Transport Committee and Overview and Scrutiny Committee. * Represent TNE at local, regional and national meetings and events. * To review and, where appropriate amend rail strategies and policies which could affect the way in which parts of TNE currently operate and service the people of the north east. * Give clear direction to a small team to enable TNE to respond to the challenges facing heavy rail in the North East, preparing for a North East Business Unit.   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. | |



Person Specification 

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | * Relevant degree or other specialist qualification or the equivalent level reached through experience. * 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 |
| **Experience** | * Extensive experience in the development, approval and delivery of programmes, projects and business cases monitoring and reporting progress to governance bodies. * Demonstratable experience of managing the process of business case development, from analysis of a proposed project through to approval and implementation. * Experience in being a member of a decision-making executive board. * Extensive experience of and broad knowledge of the national and regional transport strategy and policy context, how this links to devolution and the political and economic map of the North of England and the UK. * Extensive experience at a senior management level with the ability to lead and motivate a department or programme team to create a positive, productive climate. * Extensive experience of managing infrastructure projects in a public and private sector environment. * Broad knowledge of the national and regional transport strategy and policy context, how this links to devolution and the political and economic map of the North of England and the UK. * Proven success in establishing a strong performance culture that drives up standards and quality of outputs. * Proven experience of building strong, productive relationships with a myriad of partners and stakeholders to ensure a co-ordinated response to delivery. * Ability, experience and skillset to influence both colleagues and external partners at a strategic level in order to produce successful outcomes. * Proven experience of managing significant budgets, optimising external funding opportunities and effectively applying key commercial, business and other management processes. | * Experience of procuring suppliers and managing contract. * Experience of coaching and mentoring team members | * Application form * Selection process * Pre-employment checks |
| **Skills and Knowledge** | * Awareness of National government transport policy and priorities. * Detailed knowledge of transport opportunities priorities, and challenges in the North East area. * Demonstrable leadership skills and the ability to delegate effectively. * Ability and skills to be a thought leader, in terms of offering guidance and insight to those around you and developing a reputation of helping others with their knowledge and insight. * Excellent negotiation and influencing skills, with proven experience in successful internal and external stakeholder management and liaison. * Excellent communicator both with individuals and in groups, who inspires, motivates, enthuses, persuades, builds confidence and trust; demonstrates exceptional influencing skills and emotional maturity. * 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. |  | * Application form * Selection process * Pre-employment checks |
| **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 |