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|  ROLE PROFILE |
| **Job Title** | Head of Bus Reform |
| **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:**Ensure that a collaborative approach is taken between Transport North East (TNE) and its partners over the development and identification of future options for bus service delivery in the region. To lead the team dedicated to undertaking an initial assessment into the feasibility of different options across the footprint of the new North East Mayoral Combined authority in order to inform future policy decisions about bus operations in the region. In the longer term, offer continued sponsorship for the delivery of bus reform ensuring that the chosen delivery option is aligned with regional objectives and plans aligned with the North East Transport Plan.  |
| **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 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 consider 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****Bus Reform** * Lead a highly collaborative project to undertake initial assessments of bus delivery options for the future North East Mayoral Combined Authority (NEMCA) taking into consideration the objectives of our region’s Transport Plan, the needs of current and future bus customers and further budget and quality dynamics
* Ensure that the region’s vision for the future of bus services in terms of objectives and outcomes are clearly recorded, understood and articulated
* Act as an informed client to any future external or internal delivery bodies to ensure the delivery option remains aligned to TNE’s or a future NEMCA’s transport plan objectives and desired outcomes
* Ensure that the development of future bus service delivery options takes into to account current and future legislation and guidance associated with bus services, and that project is delivered in such a way that it is compliant with legislation and guidance
* Develop future resource and budget proposals for the delivery of bus service delivery options
* Ensure that the project is delivered, assured and progress reported in line with recognised project management principles and that key stakeholders remain engaged and informed about project performance. Also ensure that the project is aligned with the wider programme of NEMCA preparatory workstreams
* Effectively manage the project budget, making appropriate recruitment, procurement and contract management decisions to ensure that the project performs successfully against relevant tolerances
* Act as an effective and conspicuous project leader and TNE ambassador in front of stakeholders, communicating effectively and regularly, and developing and maintaining relationships at all levels
* Act as key adviser to the North East Joint Transport Committee, it’s successors, stakeholders and other decision-making groups in relation to future bus service delivery options for our region
* Provide advice to senior management, including Transport Strategy Director, Managing Director and Statutory Officers Oversight Group
* Develop TNE, a future NEMCA and relevant partners corporately to ensure that future bus reform can be delivered effectively and offer best value
* Hold overall budgetary accountability for a project to implement future bus reform and overall responsibility for using resources to deliver agreed end results that are consistent with long term business strategies.
* Work with the Head of Enhanced Partnerships and the Bus Partnership Board to ensure that relationships with incumbent operators and issues are managed effectively and efficiently.

**Other key activities*** Manage the TNE Bus Reform Team.
* Develop, maintain and manage relationships with 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.
* 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.
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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
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| **Experience** | * Experience in the development, approval and delivery of projects and business cases monitoring and reporting progress to governance bodies.
* Demonstrable experience of working in project environments with complex stakeholder back drops and dynamics
* Experience of working in multi-disciplinary project environments which involve collaboration between multiple agencies/departments
* Experience of working in project requirements which must align with regulatory and legal requirements
* Experience of management of contracts for professional services
* Strong commercial delivery experience and awareness, with an entrepreneurial and strategic mindset.
* Experience in being a member of a decision-making executive board.
* 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.
* 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.
* Proven experience of influencing and persuading governance bodies, stakeholders, partners, clients and suppliers to understand the aims, objectives and requirements of the programme.
* 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
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| **Skills and Knowledge** | * Awareness of National government transport policy and priorities.
* Ability to interpret, challenge and implement advice provided by subject matter experts such as technical experts, accountants and legal advisors
* Detailed knowledge of transport opportunities priorities, and challenges in the North East area.
* Demonstrable leadership skills and the ability to delegate effectively.
* 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.
 | * Appreciation of the bus industry, network and services in the North East of England and its strengths, weaknesses, opportunities and threats
* Appreciation of legislation and government guidance associated with bus service delivery models
 | * 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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