|  |  |
| --- | --- |
| ROLE PROFILE | |
| **Job Title** | Head of North East Highways Collaboration |
| **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:**  To enable the success of the Roads Collaboration Team leading on behalf of 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 (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**  **North East Highways Collaboration**   * Lead a series of highly collaborative and inclusive workstreams in cooperation with LA7 partners focussed on the region’s highways network linked to issues including, but not limited to:   + The establishment of a key route network for the region with an associated asset management plan   + The development of a Roads Asset Maintenance Plan, potentially including the synergy and identification of financial savings in highways maintenance/operations   + Reviews of existing roads and asset programmes for the region including, but not exclusively, the Urban Traffic Management and Control Programme (UTMC), the work of the Northumbrian Safer Roads Initiative Partnership (NSRI) and Traffic Data and Accident Unit TADU   + The development of strategic partnership with National Highways * Collaborate closely with LA7 Heads of Transport to effectively harness expertise within the region when developing processes and policies for roads and highways * Act as key advisor to TNE’s Head of Policy and Strategy in the development of a Highways Strategy for the region, and a refreshed North East Transport Plan * Act as key adviser to the North East Joint Transport Committee and other decision-making groups in relation to roads. * Provide advice to senior management, including Transport Strategy Director, Managing Director and Statutory Officers Oversight Group. * Contribute to the formulation of development plans and campaigns for road interventions including the A19 trunk road Moor Farm to Seaton Burn. * Act as the intelligent client and lead TNE’s input into National Highway England’s Vision for route strategies and support their input into the development of the Road Investment Strategy 3 (RSI3). * Contribute to the formation of partnerships with the national transport agencies to develop and implement strategic road studies. * Oversee the monitoring of National Highway’s Delivery Plan, the schemes contained therein and coordinate TNE’s input and response. * Oversee work with representatives from TNE’s partners to identify and prioritise investment in the North’s Major Road Network and advise DfT accordingly. * Oversee work in support of TNE’s partners in their development of proposals included in the Major Road Network and Large Local Majors programmes investment programme. * Oversee the monitoring of progress with the delivery of proposals included in the Major Road Network investment programme. * Develop future resource and budget proposals for any management of highways or facilities or services associated with highways which could be provided by the North East Mayoral Combined Authority (NEMCA) in line with the future Transport Plan or Highways Strategy * 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   **Other key activities**   * Manage the TNE Roads Partnership 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. | |



Person Specification 

|  |  |  |  |
| --- | --- | --- | --- |
|  | **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. * Experience in being a member of a decision-making executive board. * 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 * 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. * 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 |
| **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. * 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 |