

Job Description

Post title	Transport Development Professional (Graduate)	
Grade	N5	
Job Evaluation Code and Points	A5038	453
Directorate	Transport	
Team	Transport	
Reporting to	Senior Transport Policy and Strategy Officer	
Responsible for		

Job Purpose

To Support Transport the North East Combined Authority (North East CA) in developing transport strategies and policies, managing projects, developing regional funding bids and the production of briefing notes and consultation responses for a range of audiences.

Duties and responsibilities

Listed below are the responsibilities this role will be primarily responsible for:

- Contribute to the development and review of transport policies and strategies, ensuring that they align with the North East Transport Plan vision and objectives and are delivered on time and in budget.
- Assist in the planning, development, and delivery of transport projects and initiatives.
- Contribute to the production of reports and briefing notes for a range of audiences including, but not limited to, Senior Management, Transport Advisory Board and Cabinet.
- Collaborate with internal and external stakeholders, including local authorities, transport operators, and the community.
- Participate in meetings, workshops, and consultations to gather input and provide feedback on transport projects.
- Conduct research on best practices, innovative solutions, current affairs and emerging trends in transport development.
- Support the budget setting process by providing data and information as and when required.

- Support the development of consultation responses on behalf of the North East CA.
- Organise meetings with internal and external stakeholders, prepare agendas, and maintain project documentation.
- To promote and implement the Combined Authority's equal opportunities policies in all aspects of employment and service delivery.

Organisational responsibilities

- **Communication**

We communicate effectively with our peers, partners and local authorities and work collaboratively to provide the best possible outcomes. Communication between teams, services and partner organisations is imperative in providing the best possible service to the region.

- **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and in using organisation information assets.

- **Health, Safety and Wellbeing**

We take responsibility for health, safety and wellbeing in accordance with the North East CA Health and Safety policy and procedures.

- **Performance Management**

We promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. You will contribute to the organisation's appraisal processes to ensure continuous learning and improvement and to increase organisational performance.

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

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 and the competence of the post as directed by their manager.

Values and Behaviours

Our values and behaviours are the things that are important to us, individually and as a team. They articulate the way we want to conduct ourselves. Combined, they work together to make us who we are and we use them to anchor all that we do. The North East CA values are:

- Strive for brilliance
- One team
- Drive sustainability
- Make it happen
- Be inclusive

Equalities and Diversity

We are committed to creating a fairer North East where everyone can thrive with aspirational jobs, new skills, and better homes. All employees are responsible for taking proactive steps to eliminate discrimination, advance equal opportunities and foster good relationships in every aspect of their work.

Special requirements of post

- **DBS**

This post is not subject to a disclosure.

- **Politically restricted**

This post is not designated as a politically restricted post in accordance with the requirements 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.

Person specification

Job Title: Transport Development Professional

The following criteria will be used to shortlist at the application stage and will be further explored at the interview stage.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> HND, degree or equivalent in a relevant discipline. 	<ul style="list-style-type: none"> Membership of a relevant professional body.
Experience	<ul style="list-style-type: none"> Work experience in any field. Relevant coursework or project experience in transport planning, development, or a related area. 	<ul style="list-style-type: none"> Experience of writing complex documents.
Skills and Knowledge	<ul style="list-style-type: none"> Interest in strategy and policy. Awareness of transport opportunities and challenges in the North East area Strong written and verbal communication skills, with the ability to present information clearly and concisely. Good analytic and problem-solving abilities, with attention to detail and accuracy. Excellent IT skills. 	<ul style="list-style-type: none"> Awareness of National government transport policy and priorities. Good understanding of project management processes. Familiarity with transport planning software.
Personal Qualities	<ul style="list-style-type: none"> Passionate about transport development and keen to learn and grow in the field. Ability to work effectively as part of a team and build positive working relationships. Flexible and adaptable to changing priorities and tasks. Proactive approach to tasks and the ability to work independently when required. High ethical standards and commitment to professional conduct. Committed to the principles of equality and diversity. 	