

Job Description

Post title	Transport Programmes Strategy Officer
Grade	N9
Directorate	Transport
Team	Transport Programmes
Reporting to	Principal Transport Planner
Responsible for	N/A

Job Purpose

To support the development, implementation, and evaluation of programmes, projects, policies and strategies within the North East Mayoral Strategic Authority (North East MSA). This will include assisting in the management and delivery of the overarching transport programme, which will help deliver the Mayor's Local Transport Plan.

Duties and responsibilities

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

Management of the Transport Programme

- Contribute to the development of transport projects, programmes, policies and strategies, including assisting in the management and delivery of the overarching transport programme, ensuring alignment with the North East Local Transport Plan vision and objectives and it is delivered on time and in budget.
- Support the assurance processes (e.g. independent business case, design etc.) and wider governance.
- Produce and present timely and informed advice, briefings and reports with appropriate recommendations to a range of technical and non-technical audiences including, but not limited to, Senior Management, Transport Advisory Board and Cabinet.

- Monitor and report on progress of projects, programmes, adopted plans, strategies and policies and set targets.
- Collaborate with suppliers to ensure projects, programmes, strategies and policies are professionally designed and formatted.

Performance

- Support with the collection, analysing and presenting performance data for the directorate.
- Analyse, interpret and develop very varied and highly complex research, data, information to inform project, programme, policy and strategy development, including legislation and statutory guidance, specialist financial, economic and transport modelling outputs, transport datasets and consultation responses, using all data in an accurate, secure and confidential manner.

Finance / Procurement

- Support the financial claims process, including the drafting of Grant Funding Agreements.
- Support the budget holder by monitoring project and programme delivery, providing information to inform the budget setting process and accounting for income and expenditure.
- Undertake procurement exercises and support the management of contracts with external suppliers, as and when required, to inform project and programme delivery, and strategy and policy development.

Stakeholders

- Develop and maintain strong working relationships with stakeholders, both internally and externally, including communicating the combined authority's positions and seeking agreement on contentious areas during project, programme, policy and strategy development.
- Undertake future planning exercises, covering a highly diverse and broad area, requiring demonstrating initiative and discretion.
- Represent the North East CA at local and regional meetings and events.

Other

- Manage and co-ordinate responses to enquiries (e.g. Freedom of Information requests, Mayor's Office, General enquiries, etc.)
- Adopt a creative approach to problem solving within a highly complex, unpredictable and fast-paced delivery environment.
- Coach and mentor staff as required
- To promote and implement the North East CA's Equality and Diversity Policy 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 MSA 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 MSA 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**

The North East MSA 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.

Person Specification:

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

	Essential	Desirable
Qualifications	- Relevant degree or other specialist qualification OR the equivalent level reached through experience. - Work experience which shows that you can succeed and develop within the role.	- Membership of relevant professional body - Evidence of continued professional development
Experience	- Experience of writing transport strategies and policies - Experience of managing projects. - Experience of collecting, analysing and presenting data - Experience of forming strong working relationships with stakeholders - Experience of adopting a creative approach to problem solving - Experience of project budget reporting and management - Demonstrable experience of working in a busy team environment - Demonstrable experience of contributing to the delivery and development of complex projects - Demonstrable experience of dealing with large scale bids for transport proposals, or similar relevant experience	- Experience of writing or appraising transport business cases - Experience of procuring suppliers - Experience of presenting content to a range of audiences including senior management and the public
Skills and Knowledge	- Ability to think analytically and strategically - Awareness of National government transport policy and priorities - Knowledge of preparing business cases in line with HM Treasury Green Book and other relevant guidance, including knowledge of producing a business case for a transport programme or scheme - Knowledge of assurance processes and requirements - Good understanding and knowledge of the working of local government	- Good understanding of project management processes. - Experience of using project management techniques to manage projects - Knowledge of coaching and mentoring techniques

	• Awareness of transport opportunities and challenges in the North East area • Demonstrable knowledge of transport policy and strategy • Excellent IT skills	
Personal Qualities	• High level of integrity and professionalism. • Ability to maintain confidentiality and security. • Adaptability and willingness to embrace change. • Proactive and results orientated approach. • Committed to the principles of equality and diversity.	
Additional Requirements	• None	