

Job Description

Post title	Assistant Director Transport Programmes and Investment Planning
Grade	SM4
Directorate	Transport
Team	Transport Programmes and Investment Planning
Reporting to	Director of Transport

Job Purpose

To develop and implement an impactful strategic approach for all aspects of managing and overseeing delivery of the Transport Programme for the North East Combined Authority fully reflecting its policy vision and priorities. Working across the whole of the Authority, this high profile strategic role will be to enhance the Authority's reputation, engage with a broad range of key stakeholders and influence public policy at local, regional and national levels. The postholder will work closely with and advise the senior leadership team, Mayor and Cabinet as well as a very broad range of external stakeholders at local, regional and national level.

This role requires someone with a robust portfolio of well tested strategic agility, leadership abilities and a deep understanding of programme and project management, transport business cases, programme assurance and managing strategic funds. The successful candidate is someone who is able to translate policy ambitions into strategic funding programmes, drive delivery by building a relationship of trust and accountability with external delivery partners, and work with central government and private sector partners to secure the maximum possible transport funding with which to deliver the Local Transport Plan.

Duties and responsibilities

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

Strategic Leadership and Innovation:

- You will be responsible and accountable for the development and implementation of a strategic approach to all aspects of Transport Programmes and Investment Planning for the Combined Authority which are fully aligned to its Corporate Plan, strategic policy priorities and organisational values. This strategic approach will reflect robust and creative insight to deliver through all external and internal communication channels.

- You will be part of the Authority's senior management team and directly work with and advise both the Senior Leadership Team (Chief Executive and Directors) as well as the Mayor and Cabinet when required.
- You will provide strategic leadership for the Transport Programmes and Highways Delivery teams, ensuring measurable delivery against a set of clear objectives.
- You will work across the Authority to provide strategic advice on all aspect of transport work from policy development through to operational delivery, gaining a close understanding of the Directorates and their operational requirements.
- You will be able to use insight and evaluation to challenge established practices and introduce ongoing service improvements.

Impact on People – (Internal and External Influencing)

- In developing a strategic approach to Transport Programmes and Investment Planning you will develop positive relationships with a broad range of external stakeholders, building and maintain strong collaborative partnerships. This will include with local authorities, other combined authorities, government departments, local community and voluntary sector groups, businesses, education sector, (local and national) as well as internal stakeholders.
- You will be responsible for all aspects of stakeholder engagement for the Authority.

Financial Resource Management:

- This role is responsible for overseeing the resources (financial and non financial) allocated to the Transport Programmes and Investment Planning function of the Authority, ensuring that this is managed to achieve effective value for money and clear allocation of resources to deliver against strategic objectives.
- You will lead your team creating a high performance culture that is aligned to organisational values, behaviours, policy vision and priorities, reflecting best practice and continuous professional development.
- You will ensure that the team is supported and developed throughout.

Values and Behaviours

- **Values and Behaviours**

Our organisational 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

Inclusion, Diversity, Equality and Belonging

- **Inclusion, Diversity, Equality and Belonging**

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 CA has designated that this post is 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: Assistant Director Transport Programmes and Investment Planning

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Membership of relevant professional body • Evidence of continued professional development •
Experience	<ul style="list-style-type: none"> • Extensive experience in: <ul style="list-style-type: none"> ○ Leading the development of long-term transport strategies and multi-modal investment plans ○ Regional and national transport policy and funding frameworks (e.g. LTP, CRSTS, MRN, RIS, etc) ○ Integrating economic, environmental and social objectives into transport planning ○ Management of large-scale capital investment programmes, including cost-benefit analysis and VfM assessments ○ Use of recognised project and programme management methodologies ○ Business case development following the HM Treasury Green Book and five-case models • Proven track record of developing and implementing successful strategies. • Demonstrable experience in engaging with senior stakeholders and influencing • Experience of working in politically sensitive environments, balancing strategic vision with operational reality. • Significant and broad experience in leading, managing and developing high performing teams. 	<ul style="list-style-type: none"> • Experience of transport modelling and appraisal tools • Experience of procuring suppliers and managing contracts.

Skills and Knowledge	<ul style="list-style-type: none">• Strategic Thinking: Ability to think strategically and develop long-term plans.• Communication: Excellent written and verbal communication skills with the ability to present complex information clearly and persuasively.• Interpersonal Skills: Strong interpersonal skills, with the ability to influence as well as to build and maintain relationships with a diverse range of stakeholders.• Analytic Skills: Strong analytic skills, with the ability to interpret data and provide strategic insights, leading to continuous improvement• Leadership: Proven leadership skills, with the ability to inspire and motivate a team.• Adaptability: Ability to adapt to changing circumstances and priorities.	<ul style="list-style-type: none">•
Personal Qualities	<ul style="list-style-type: none">• High level of integrity and professionalism.• Proactive and results orientated.• Resilient and able to work under pressure.• Commitment to continuous professional development• Commitment to inclusion, diversity, equality and belonging.	