

## Job Description

<b>Post title</b>	Assistant Director - Transport Policy, Partnerships and Contracts
<b>Grade</b>	SM4
<b>Directorate</b>	Transport
<b>Team</b>	Transport Policy, Partnerships and Contracts
<b>Reporting to</b>	Director of Transport

### Job Purpose

To develop and implement an impactful strategic approach for all aspects of managing and overseeing the complex intersection of strategic transport policymaking, and delivery through both multi-agency collaboration and direct commercial arrangements. 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 customer experience, integration, operation and funding as relate to the transport network. The successful candidate is someone who is able to manage and develop the Local Transport Plan and associated detailed strategies through deep understanding of transport and consultation with stakeholders and transport users; develop strong partnerships and aligned objectives with external delivery bodies; and procure and manage complex high-value contracts with private sector partners for the delivery of transport services.

### 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 Policy, Partnerships and Contracts 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 Strategy, Road & Rail Partnerships and Transport Contracts teams, ensuring measurable delivery against a set of clear objectives.
- You will work across the Authority to provide strategic advice on all aspects 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 Policy, Partnerships and Contracts 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 Policy, Partnerships and Contracts 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 Policy, Partnerships and Contracts

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant degree or other specialist qualification or the equivalent level reached through experience.</li> <li>• Demonstrable work experience which shows that you can succeed and develop within the role.</li> </ul>	<ul style="list-style-type: none"> <li>• Membership of relevant professional body</li> <li>• Evidence of continued professional development</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Extensive experience in: <ul style="list-style-type: none"> <li>○ Leading the development of public sector strategies, statutory plans and policy frameworks.</li> <li>○ Advising senior leaders, politicians, and boards on policy and governance issues.</li> <li>○ Negotiation and management of large-scale private sector delivery contracts or concessions, including managing contract change.</li> <li>○ Building consensus and delivering shared outcomes with external partner organisations in politically or commercially complex environments.</li> <li>○ Working across organisational and sectoral boundaries, including with local authorities, operators, government departments, and regulators.</li> <li>○ Managing public consultations, regulatory procedures, and legal risks in high-profile programmes.</li> </ul> </li> <li>• Proven track record of developing and implementing successful strategies.</li> <li>• Demonstrable experience in engaging with senior stakeholders and influencing</li> <li>• Significant and broad experience in leading, managing and developing high performing teams.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of transport strategies, statutory plans (e.g. Local Transport Plans, Bus Service Improvement Plans)</li> <li>• Knowledge of key legislation affecting transport governance and delivery, such as the Transport Act 2000, Bus Services Act 2017, and Equalities Act 2010.</li> <li>• Strong understanding of the roles and responsibilities of key transport delivery partners Local Transport Authorities, combined authorities, and national bodies (e.g. DfT, Great British Railways, National Highways).</li> <li>• Familiarity with key performance indicators (KPIs), value-for-money frameworks, and risk allocation in contracts.</li> </ul>

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