

## Job Description

<b>Post title</b>	Head of Transport Policy and Strategy
<b>Grade</b>	SM3
<b>Directorate</b>	Transport
<b>Team</b>	Transport Policy and Strategy
<b>Reporting to</b>	Assistant Director of Transport Policy, Partnerships and Contracts
<b>Responsible for</b>	Transport Policy and Strategy Team

### Job Purpose

To support the implementation of strategies for all aspects of the Transport Policy and Strategy function for the North East Combined Authority (North East CA). Overseeing specific service areas, ensuring effective implementation management of day to day business operations providing support across the organisation to wider operational delivery of the North East CA objectives.

This role requires someone with ability to manage vertically and horizontally across the organisation to ensure the service area is effective and efficient. This role requires strong leadership capability and a good understanding of transport policy, strategy development and economic, environmental and social factors that influence regional connectivity and sustainable growth. The successful candidate is someone who is able to deal effectively with a wide range of stakeholders, building constructive relationships and balancing competing priorities to achieve positive outcomes.

This role is crucial in shaping and delivering coherent transport vision for the region, ensuring policies and strategies align with economic growth, sustainability and community needs.

### Duties and responsibilities

### Leadership and Innovation

- You will be responsible for supporting the implementation of strategies in relation to transport policy and the strategy of the Combined Authority which are fully aligned to our Corporate Plan, strategic policy priorities and Organisational values.

- You will be part of the Authority's transport policy and strategy management team and work directly to the Assistant Director of Transport Policy, Partnerships and Contracts providing subject matter expertise.
- You will provide a leadership role for the transport policy and strategy team ensuring measurable delivery against a set of clear objectives.
- You will work across the Authority to provide strategic advice on all aspect of transport policy and strategy 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 supporting with the development of strategies for transport policy you will develop positive relationships with a broad range of internal stakeholders, building and maintain strong collaborative partnerships. Externally you will be expected to build relationships across our local authority community as well as other combined authorities, government departments.
- You will be responsible for all aspects of stakeholder engagement relating to the development of transport policies and strategies.

### **Financial Resource Management:**

- This role is responsible for overseeing the resources (financial and non-financial) allocated to the transport policy and strategy 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 by creating a high-performance culture that is aligned to organisational values, behaviors, policy vision and priorities, reflecting best practice and continuous professional development.
- You will ensure that the team is supported and developed throughout.

### **Role Responsibilities:**

- Act as key adviser to the Mayor, Cabinet, Transport Advisory Board and other decision-making groups in relation to strategic issues and priorities and the production of regional transport strategies and policies.
- Provide strategic insight and advice to senior management, including the Assistant Director of Transport Policy, Partnerships and Contracts, Director of Transport and Transport Advisory Board.
- Lead on strategic discussions with senior officers from both within and outside of the region and in Government.
- Lead the development of high quality, strategies and policies and develop associated pipelines of schemes that can be used to respond to future opportunities to attract capital and revenue transport investment to the North East region.
- Deploy resource appropriately to produce high quality strategies and policies that are delivered on time, to budget and are appropriately consulted on where required.
- Manage the process of assembling, recruiting and commissioning the necessary resources to develop high quality strategies and policies.
- Ensure that appropriate reporting is put in place and adhered to, to ensure that key stakeholders remain updated on strategy and policy progress.
- Lead in ensuring that Transport for the North's (TfN) work reflects the ambitions of the North East CA through the formation of effective working relationships with TfN colleagues and the production of informative briefing notes for TfN's North East representatives.

## Other Key Activities

- Develop, maintain and manage partnerships with Nexus, colleagues at other Combined Authorities, North East local 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 manage contracts with external suppliers, as and when necessary.
- Deputise for Assistant Director of Transport Policy, Partnerships and Contracts as required.
- Lead the production of timely and informed briefing notes and reports for internal and external stakeholders, including Cabinet, Transport Advisory Board and MPs.
- Represent the North East CA at local, regional and national meetings and events.
- Oversee the development of consultation responses, inquiries and calls for evidence on behalf of North East CA, ensuring that the regional position is reflected.

## 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

## 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 subject to a disclosure.

- **Politically restricted**

This post is 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: Head Transport Policy and Strategy

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

	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>Proven track record in developing transport strategies and policies, presenting to diverse audiences, overseeing consultation responses, advising senior stakeholders, and delivering strategic objectives through effective project, partnership, and people management.</li> <li>Strong experience in budget management, financial efficiency, creative problem-solving, and managing multiple complex projects within a local government context.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of procuring suppliers and managing contracts.</li> <li>Demonstrable experience of running public consultations and analysing feedback.</li> <li>Experience of coaching and mentoring team members.</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Strong awareness of national and local government transport policy, statutory requirements, and political context.</li> <li>Demonstrable leadership, delegation, and people management skills, with the ability to develop and motivate teams.</li> <li>Excellent communication, presentation, organisational, and IT skills.</li> <li>Proven ability in problem-solving, budget setting, and project management.</li> <li>Strong understanding of partnership working and stakeholder engagement.</li> </ul>	<ul style="list-style-type: none"> <li>Detailed knowledge of transport opportunities priorities, and challenges in the North East area.</li> </ul>

<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• High level of integrity and professionalism.</li><li>• Adaptability and willingness to embrace change.</li><li>• Proactive and results orientated approach.</li><li>• Committed to the principles of equality and diversity.</li></ul>	
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