

Job Description

Post title	Head of Transport Programmes
Grade	SM3
Directorate	Transport
Team	Transport Programmes and Investment Planning
Reporting to	Assistant Director of Transport Programmes and Investment Planning
Responsible for	Transport Programmes and Investment Planning Team

Job Purpose

To support the implementation of strategies for all aspects of the Transport Programmes 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's 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, infrastructure delivery, funding mechanisms, and the wider economic, social and environmental context in which transport investment decisions are made for the North East to effectively secure and manage funding that drives regional growth and competitiveness.

The successful candidate is someone who can provide strategic direction, build strong partnerships with stakeholders and drive the development and delivery of investment programmes that support sustainable growth and connectivity across the region.

Duties and responsibilities

Leadership and Innovation

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

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

Financial Resource Management:

- This role is responsible for overseeing the resources (financial and non-financial) allocated to the transport programmes 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.

Role Responsibilities:

- Lead the ongoing development and management of the North East CA Transport Capital Programme with the aim of securing increased investment in the regions transport infrastructure and services.
- Responsibility for the delivery and day to day management of devolved transport funding within the region.
- Prepare, agree, and manage robust and cost-effective budgets as required.
- Develop and assess business cases for investment of local and national funding, including supporting and advising scheme promoters on the development and delivery of their business cases.
- Lead the development of high quality, compelling bids and business cases that respond to future opportunities to attract capital and revenue investment into the region, meeting all aspects of Government guidance and complying with necessary timescales.

- Monitor the emergence of future funding opportunities for the region. Influence DfT, HM Treasury and other key funding stakeholders in Government to prepare guidance for funding bids that matches the transport needs of the North East region.
- Develop, manage, and maintain the North East Local Transport Plan Delivery Plan Pipeline of schemes supporting the delivery of the Mayor's Transport Plan.
- Contribute to the development, management and maintenance of Single Assurance Framework as it relates to transport, ensure scheme compliance, and advise scheme promoters on the processes outlined within the Single Assurance Framework.
- To act as key adviser to the Mayor, Cabinet, Finance and Investment Board, and other decision-making groups in relation to the delivery of the Single Assurance Framework as it relates to transport. Including advising on the recommended actions and approvals associated with investment proposals.
- Work closely with the seven Local Authorities and Nexus on the development and monitoring of transport schemes, ensuring the integration and alignment of investment against agreed priorities, including the objectives and requirements of devolved funding programmes and the North East Local Transport Plan, through regular progress meetings with individual scheme promoters and region-wide discussion and decision-making groups.
- Manage the process of assembling, recruiting, and commissioning the necessary resources to develop high quality bids, including programme management, stakeholder engagement and business case development resources.
- Develop a suite of technical and specialist documents that support the development of the capital programme, schemes, and bidding opportunities.
- Managing consultancy support contracts and procurement exercises in support of the delivery of programmes, schemes and assurance functions.
- Ensure that the delivery of the transport capital programme and all schemes within utilise sound programme and project management methodology, ensure that key risks are identified, mitigated and managed.
- Act as an ambassador promoting the interests of the region. 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.
- Ensure that appropriate reporting is put in place and maintained including the evaluation and monitoring of schemes and programmes.

Other Key Activities

- Lead and motivate the individuals working with the postholder, to deliver the appropriate objectives.
- Develop, maintain and manage relationships with 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 the Assistant Director of Transport Programmes and Investment Planning as required.
- Lead the production of timely and informed briefing notes and reports for internal and external stakeholders, including the Mayor, the Cabinet portfolio holder for transport, Transport Advisory Board and MPs.
- Verbally present reports and deliver presentations to the Senior Leadership Team, Heads of Transport meeting, Economic Directors, and other officer groups as required.
- Represent the North East CA at local, regional and national meetings and events.

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**

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: Head of Transport Programmes

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. - Demonstrable 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 in developing infrastructure funding bids and managing major contracts. - Strong project and programme management expertise, including complex project delivery. - Skilled in procurement, budget planning, monitoring, and achieving financial efficiencies. - Proven ability to write, review, and present complex content to varied audiences. - Strong leadership, negotiation, and stakeholder management skills. - Experience in developing and delivering transport business cases. - Strategic planning and people management experience, including performance and development. - Demonstrated ability to work creatively and collaboratively with internal and external partners. - Experience advising Members and senior officers on specialist areas.	- Experience of procuring suppliers and managing contracts. - Experience of coaching and mentoring team members.
Skills and Knowledge	- Strong knowledge of legislation and regulations for major infrastructure projects. - Strategic thinker, adaptable to fast-paced and evolving environments. - Confident decision-maker with effective problem-solving skills.	

	• Understanding of national transport policy and regional transport priorities in the North East. • Strong leadership, delegation, and negotiation skills. • Politically astute with awareness of local government context. • Excellent communication, presentation, and stakeholder engagement skills. • Proficient in project management, planning, and resource coordination. • Skilled in budget setting, monitoring, and financial oversight. • Strong IT and organisational skills.	
Personal Qualities	• High level of integrity and professionalism. • Adaptability and willingness to embrace change. • Proactive and results orientated approach. • Committed to the principles of equality and diversity.	
Additional Requirements		