

ROLE PROFILE

Job Title:	Rail Policy Officer	Job Code:	PSC/E10
Department:	Economic and Transport Policy	Version:	1.1
Reports To:	Rail Development Manager	Date Created:	January 2021
No. of direct reports:	0-3	Member of:	N/A
No of employees in function:	8	Grade:	L
		Budget:	Indicative £500k budget holder

Is this a politically restricted Post?	Yes/ No <i>(*if yes, see our policy on what this means)</i>
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ORGANISATIONAL CONTEXT

Our Vision as an organisation is:

We want our region to be recognised globally as a place with a strong, successful economy where everyone can build great businesses, careers and lives supported by world-class transport, housing and digital connectivity.

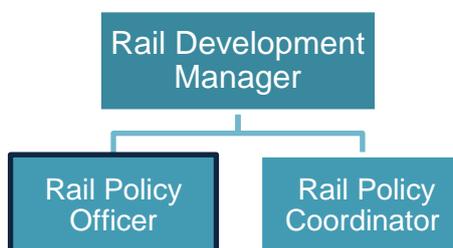
To achieve this, we will:

Develop and deliver economic and transport services, schemes, and programmes in partnership with the public and private sectors, focusing on transport, skills, business support and digital connectivity.

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Our department contributes to this by:

Developing transformative policies and strategies, and secure long-term funding and devolved powers to drive a clean and inclusive regional economy.



Job Overview:

- Responsible for rail planning, delivery and strategic development, ensuring alignment with our corporate plans and policies. In respect of rail, shape and influence pan-northern and national policy developments.

- Responsible for specialist rail policy and strategy recommendations including across technical rail service and infrastructure planning, analysis and appraisals. Be a key advocate and representative for the Combined Authority, being a visible leader for the functions you are responsible for both internally and externally.

- © Design, implement and maintain the systems required for delivering the objectives of your function to support the Combined Authority in achieving its vision.
- © Take a pro-active corporate role in the management of your function including participating in delivering your directorate's objectives.
- © Demonstrate commitment to corporate processes and ensure these are delivered at all times.
- © Be a visible and enthusiastic manager, encouraging partnership working across the organisation.
- © Influence, develop and motivate your team, taking a positive approach to their development.

CRITICAL SUCCESS FACTORS

We break each job down to explain the critical areas for success, ranked by importance. These indicate the end result or outputs for which the role holder is responsible.

People Management:

- © Encourage a partnership approach to work across the organisation and externally.
- © Provide clear direction, focusing on developing and motivating your team(s) to ensure targets are achieved.
- © Manage the workflow of the team to deliver a strong performance management culture, where people are accountable for the delivery of results.
- © Monitor productivity levels and balance of skills within your team, taking action to ensure that they are equipped to complete their work.
- © Create the right working environment for your team, with a solid ethic of working towards achievement of our vision, utilising the Combined Authority's policies and procedures.
- © Take a proactive approach to management of change and recruitment processes, leading consultation meetings and interviews.
- © Ensure appropriate communication channels are in place and effective between you and your direct reports.
- © Fulfil the HR processes associated with being a people manager, e.g. employee relations and development issues.

Technical Duties:

- Inform and shape the delivery of our corporate plans and policies including the Strategic Economic Framework and our wider transport strategy and other relevant strategies.
- Lead and manage the delivery of effective rail policy and strategy development using transport and economic models and analytical tools as appropriate.
- Provide specialist technical rail service and infrastructure planning, analytical and appraisal / business case input, skills and advice in support of the Combined Authority's significant programme of rail delivery, development and strategy work.
- Be accountable for the provision of advice to the Combined Authority / Local Enterprise Partnership (LEP) Board and others, on technical rail policy and strategy issues. This includes the preparation of reports, briefing notes and presentations.

- Responsible for the shaping and informing of pan-northern and national rail policies and strategies, representing West Yorkshire's interests at meetings and on working groups.
- Develop and manage capital and revenue programmes to support rail objectives and lead on initial scheme development and the production of business cases and/or bids for rail investments, adopting good practice and compliance with relevant assurance frameworks.
- Oversee rail projects after they have moved into delivery to ensure that the scheme achieves the benefits set out in the business case.

- © Typically work on horizons of one year, in line with the objectives set in the business plan.
- © Ensure your function has the right procedures in place to achieve your strategic objectives, developing and amending processes as required.
- © Forward plan the workload of the function, thinking through potential contributions, identifying appropriate solutions, and acting accordingly.
- © Lead by example on health and safety matters, ensuring compliance with the Combined Authority's health and safety policy.

Financial:

- © Fulfil the requirements of a budget holder, as detailed in the Corporate Standing Orders and the Financial Regulations.
- © Deliver financial results against corporate Key Performance Indicators.
- © Analyse and appraise financial related information ensuring financial process deadlines are met.

Impact & Influence:

- Ensure policy and strategy for rail is developed in collaboration with partner organisations and stakeholders, both within the city region, nationally and more widely as appropriate.
 - Maintain and develop strong relationships at a senior level with colleagues, partner authorities and external bodies relating to your functions.
- © Represent the interests of your function within the context of the wider aims of the Combined Authority both internally and externally.
 - © Foster good working relations across the organisation, building effective team relationships.
 - © Use strong communication skills to influence with key customers and stakeholders ensuring your function delivers results in line with the vision.
 - © Identify and find solutions to communication challenges observed within the organisation.

The above lists of accountabilities are not exhaustive. The role holder will be required to undertake such tasks as may reasonably be expected commensurate with the scope and grading of the role.

THE PERSON

To be fully successful in the role, we believe the following knowledge, skills and experience are required.

When recruiting, we are looking for the best candidate match to this, however we know that there are some elements that can be trained and this will be taken into account during the recruitment process.

Knowledge:

- Ⓢ Holds a degree or has equivalent relevant experience in transport or economic policy.
 - Ⓢ Relevant professional qualification (within economic or transport policy or project development, such as RTPI and / or Transport Planning Professional (TPP) accredited)
 - Ⓢ Practical experience of successfully performing in a similar role.
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- In depth knowledge of rail strategy and regulations, investment planning, demand forecasting, capacity analysis, funding, rail scheme development/appraisal and rail service planning.
 - Knowledge of developing and / or implementing rail infrastructure and rail service improvement schemes.
 - Strong analytical skills, with strong data analysis, interpretation, and fluency in communicating the insights derived.

People:

- Ⓢ Experience of prioritising, planning and organising workloads to manage expectations and deadlines.
- Ⓢ Experience of managing people including appraisals, performance management, disciplinary, recruitment and selection.

Technical:

- Ⓢ Demonstrable experience of managing and championing change successfully.
 - Ⓢ Strong communication skills with the proven ability to influence, negotiate and challenge.
 - Ⓢ Experience of making compelling business cases/ reports to a range of audiences.
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- Experience of working in or with the UK rail industry, including experience of rail strategy and regulations, investment planning, demand forecasting, capacity analysis, rail funding and rail scheme development / appraisal and rail service planning.
 - Extensive experience of finding innovative solutions to complex economic and / or transport challenges.
 - Extensive experience of business case development for complex projects (experience of transport appraisal desirable).
 - Demonstrable experience of overseeing the delivery of programmes to ensure that the benefits are realised.

Financial:

- Ⓢ Demonstrable experience of successfully managing budgets.

Impact & Influence:

- © Proven experience of confidently and professionally conveying information both written and oral in a clear, concise, and persuasive style.
- © Comprehensive experience of leading, negotiating and influencing stakeholders.
- © Experienced in forming and developing effective senior level working relationships with Members, Government, and partner organisations to achieve the best outcomes for the organisation.
- © Comprehensive experience of providing leadership in a complex public-private sector partnership context.

OUR VALUES & BEHAVIOURS

**Championing Our Region | Working Intelligently | Easy to Do Business With
Positive About Change | Working Together**

These are our values. We shaped them together and we're proud of them.

We also created a set of behaviours for each of our values. Our behaviours provide us with a way of working and they are our minimum expectations of everyone here.