

ROLE PROFILE

Job Title:	Head of Transport and Mass Transit Development	Job Code:	
Department:	Policy and Development	Version:	0.1
Reports To:	Director, Policy and Development	Date Created:	April 2021
No. of direct reports:	circa. 5	Member of:	Senior Management Team
No of employees in function:	circa. 15	Grade:	P
		Budget:	circa. £5-10m

Is this a politically restricted Post?	Yes/No	(*if yes, see our policy on what this means)
---	--------	--

ORGANISATIONAL CONTEXT

Our Vision as an organisation is:

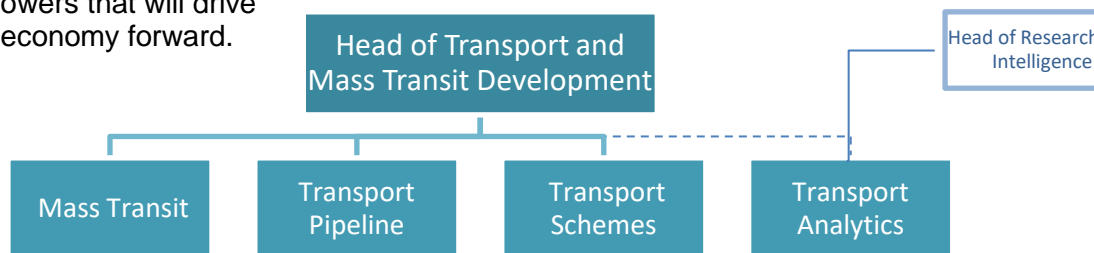
To be a globally recognised economy where good growth delivers high levels of prosperity, jobs and quality of life for everyone.

To achieve this we will:

Secure the means to deliver projects and services needed for growth in West Yorkshire, be its voice nationally and internationally, and build the partnerships to ensure the best economic outcomes.

Our department contributes to this by:

Producing transport and economic policies, developing strategies and securing the resources and powers that will drive our economy forward.



Job Overview:

- Responsible for the development of transport programmes and investments to further the region's ambitions to tackle the climate emergency, create inclusive growth and create great places to live and work. Work in collaboration with other directorates and partners to ensure seamless transition from development to delivery.
- Be accountable for the mass transit programme from concept through to commencement of implementation, agreeing the appropriate delivery model.
- Building strong and trusting partnerships with local authorities, businesses and Government to co-develop solutions for the region, to manage the relationship with the relevant industry partners and secure investment with a robust evidence-based pipeline of programmes.
- Be a key adviser to the Mayor and Combined Authority members on integrated transport development and benefit realisation across the lifecycle of the interconnected programmes including advising on implementation issues and interfaces across funding, financing, land (assembly and impacts), delivery and third-party developer relationships

- © Shape and deliver the objectives of your function to support the West Yorkshire Combined Authority in achieving its vision.
- © Take a pro-active corporate role in the leadership of the organisation, including participation and delivery of the Senior Management Team (SMT) objectives.
- © Responsible for providing strategic direction for corporate processes and ensuring that these are delivered at all times.
- © Be a visible and ardent leader, promoting partnership working across the organisation. Influence, develop and motivate your team, taking a positive approach to their development.
- © Be a champion of tackling inequality, ensuring that equality, diversity and inclusion are riven through the work and behaviour of your teams.

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:

- © Champion partnership working across the organisation and externally. Integrate the work of the function to the wider organisation and partnership and support the leadership team in the achievement of the Combined Authority's vision.
- © Provide clear direction to your team in both the short and long term including developing, motivating, rewarding and strategic succession planning.
- © Create and demonstrate a strong performance management culture, ensuring that people are accountable for the delivery of results.
- © 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.

Technical Duties:

- Lead and be responsible for the team developing a prioritised pipeline of transport schemes, projects, programmes, initiatives and investments in order to improve economic and social outcomes for people in West Yorkshire and to reduce carbon emissions, across all transport modes.
- Lead the team developing the mass transit programme including the prioritisation and sifting processes and development of business cases up to the commencement of implementation including, deciding on the best delivery model, approach to securing statutory powers and land acquisition and formal consultation and communications exercises required.
- Working with partners, lead transport schemes through from concept to strategic business case, ensuring that robust and functional governance structures are put in place to create schemes that meet our policy objectives, are value for money and are deliverable and to ensure a smooth transition into Delivery. Once schemes are being delivered, work with colleagues on the coordination of benefits realisation.
- Understand and advise on the CAs and partner transport scheme impacts, interfaces and mitigation including on day-to-day city life, property and developments, such as impact of major rail schemes (including temporary works such as construction boundaries, compounds and rail replacement impacts) and land assembly and be able to work with industry, places and Government on mitigating the consequences.
- Working with the Head of Research and Intelligence commission and be a client for transport analytics, including modelling, GIS, economic appraisal, research including behavioural insights, to ensure evidence based scheme development.
- Ensure strong partnership with public and private stakeholders in the formulation of transport schemes.

- Ensure senior politicians and chief executives/directors (both in the CA and in partner bodies) are provided with high quality advice, including committee reports, briefing papers, presentations and project proposals. Provide advice directly to the Mayor, West Yorkshire Combined Authority, Local Enterprise Partnership (LEP) & associated Boards.
- Secure resources and investment for the programmes within your areas of responsibility.
- Understand and influence the national transport funding landscape to further the Mayoral Combined Authority's objectives and embrace new technologies and new ways of promoting public and active travel in order to meet stakeholder and customer expectations.

- © Accountable and responsible for shaping and delivery of results/policy/objectives/strategy in line with Combined Authority's strategic vision.
- © Lead by example on health & safety matters, ensuring compliance with the Combined Authority's health and safety policy.

Financial:

- © Budget Controller, ensuring compliance with 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.
- To ensure the production of robust, evidenced based, funding bids as required.

Impact & Influence:

- Secure support for projects and programmes from wide range of stakeholders, acting as a key relationship owner of the stakeholders in your areas of responsibility.
 - Under the direction of the Managing Director and Director of Policy and Development, manage negotiations with senior civil servants and Ministers on further devolved powers and future investment.
-
- © Be an advocate of partnership working across the organisation and externally. Ensure the work of the function support the achievement of the Combined Authority's vision.
 - © Use highly developed communication skills to lead, influence and challenge to ensure that the best interests of the Combined Authority are represented.
 - © Manage communication challenges effectively in a dynamic and politically pressured environment.

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:

- © Educated or experienced to master degree/ postgraduate professional qualification level with supporting management training.
- © Extensive practical experience of successfully performing in a similar role.
- © Experience of sponsoring programmes and projects, dealing with complex and politically sensitive issues to enable benefits realisation.
- Hold a relevant professional qualification with membership of a professional body desirable.

People:

- © Experience of managing a multi- disciplinary team including appraisals, performance management, disciplinary, recruitment and selection.

Technical:

- © Highly developed analytical skills, with strong data analysis, interpretation and fluency in communicating the insights derived.
 - © Demonstrable experience of managing and championing change.
 - © Highly developed communication skills with the proven ability to strongly lead, influence, negotiate and challenge.
 - © Experience of making compelling presentations and written reports for a range of audiences.
 - © Technical knowledge, expertise and experience in transport scheme development
 - © Demonstratable examples of developing schemes that you or others have successfully delivered, ideally with such experience being in rail or mass transit.
-
- Strong understanding and experience of the available and best practice approaches/methodologies for programme and project development and delivery.
 - Demonstrable experience of managing relationships with multiple stakeholders at Chief Executive level, demonstrating gravitas and determination.
 - Experience of working in a public - private sector partnership context, within a local government environment.
 - Experience of identifying and managing interdependencies across programmes at a city-scale

- Conversant in business investment decision making with credible commercial acumen.
- Have strong data analysis and fluency skills in issues pertinent to securing government legislation/deals.
-

Financial:

- © Demonstrable experience of managing large scale budgets.

Impact & Influence:

- © 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. Take a look at them on our intranet.