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| **Service:** | Economic Directorate |
| **Post title:** | Head of Transport |
| **Grade:** | HoS2 |
| **Responsible to:** | Director of Economy |
| **Staff managed:** | Manages a multidisciplinary team |
| **Date of issue:** | September 2024 |
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| Job context |
| The elected Mayor and Combined Authority are ambitious and want to capitalise on the opportunities that devolution present to develop transformational transport plans for the region and as the Combined Authority is now the Transport Authority for York and North Yorkshire the Head of Transport will lead a team that will develop these opportunities, working in close collaboration with both City of York and North Yorkshire Council to ensure their transport and wider objectives are met.  The Head of Transport will also be required to work closely with the City of York and North Yorkshire Councils as the Local Highways Authorities, to ensure transport funding for the region delivers on the ambitions of the Combined Authority.  The Head of Transport will sit as part of the Economic Directorate Management Team, reporting to the Director of Economy within the Combined Authority. Partnership and collaboration are at the heart of the operating model for the Combined Authority and the post will be expected to lead a positive culture, working closely across the wider economy directorate, understanding the enabling role of transport in delivering the wider agenda and reflecting the influence wider economic growth ambitions have on future transport demands.  The Head of Transport will be the strategic and executive lead for transport providing leadership and direction, building and inspiring high-performing teams to ensure effective and efficient service delivery.  This is a key role in supporting the development of innovative solutions to address the net zero challenge, including strategies for decarbonisation, skills, innovation and sustainable transportation. As the Head of Transport, you will establish relationships with key strategic stakeholders such as Network Rail, Great British Railways, National Highways, Strategic Transport Bodies, Department for Transport, Active Travel England, the bus industry, Mayors, Combined Authorities, local councils, and other relevant authorities. You will have an in-depth knowledge of the strategic transport implications of development proposals, ensuring alignment with transport objectives and sustainability goals.  As the postholder you will have significant experience within a Combined Authority, Local Transport Authority or similar setting, giving you a deep understanding of local transport governance, regulations, and operations. You will be required to align local transport plans and other transport programmes with broader economic and land use plans and strategies. |

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| Structure |

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| Job Description | |
| Job purpose | **To be the strategic and executive lead for the transport service within the Combined Authority. Ensuring effective and efficient service delivery. Determine strategic direction, policies, and processes to ensure the transport objectives of the Mayor and the Combined Authority are met.** |
| Operational management | * To review and propose changes to structures, procedures and working methods that will improve the efficient use of resources and the effectiveness of service delivery to communities and targeted groups. * To advise the wider service on relevant changing legislation, professional standards, and their implementation. * To develop, support and promote a strong result driven and customer focused performance culture ensuring the provision of cost-effective, efficient, high-quality services in line with identified needs. * Identifying and developing major transport schemes and initiatives for the Combined Authority. * Preparing proposals for future transport projects and programmes. * To develop and performance manage the Statutory Strategic Transport Plan. * Play an active role as part of our senior leadership team, working in partnership with other Heads of Service to innovate our service delivery capabilities. |
| Communications | * Influence and liaise with lead stakeholders and partners as required to ensure that strategic planning and implementation of plans is carried out consistently and effectively. * Respond to media enquiries as requested and appraise your manager of any matters arising which are particularly sensitive or controversial in nature. * Deliver presentations to develop effective service delivery and good stakeholder relationships. * Inform and analyse national and local policy change and communicate implications to senior operational managers and staff as appropriate. * Implement and embed new ways of working and policy or processes through the team. * Represent the service at appropriate inter and intra agency meetings, promoting, liaising, consulting, and engaging with managers, staff, and people who use our services. |
| Partnership / corporate working | * Work with a range of partners/agencies, both internal and external, to develop and maintain co-operative relationships. * Represent the service on behalf of the Directorate at policy, operational and co-ordination forums with Local Authorities, external agencies and other Directorates when required. * Provide professional advice on transport matters to the Combined Authority Members, the Mayor and partners. |
| Resource management | * To give leadership, management and direction to staff of the service through the establishment and promotion of service and individual objectives, service performance plans, priority setting, reviews and performance appraisal * Oversight and management of the integrated transport settlement for York and North Yorkshire of c£55m+ per annum which includes highways maintenance and bus service improvement funding. * Developing and delivering an investment framework including management of a pipeline of deliverable projects to ensure the £379m Local Transport Fund settlement delivers on the ambitions of the Mayor and Combined Authority. * Overall responsibility for working collaboratively with City of York and North Yorkshire Councils to lead and co-ordinate development of York and North Yorkshire business cases and submissions for funding. * Prioritise and allocate staffing to support managers in discharging their responsibilities for meeting the needs of the service. * Carry out people management roles such as recruitment, development, and absence management, setting targets, providing feedback on performance and effectively addressing development and learning. * Support the delivery of corporate initiatives in delivering transformational change, through effective modelling of positive behaviours and delivering innovative solutions to service delivery and development. |
| Systems and information | * Ensure that systems and processes to support the service are consistent with the Combined Authorities standards and procedures. * Produce written reports as required including evaluation and impact statements for distribution service wide and to partners. * Use relevant IT systems and tools to support the management, delivery and development of services, ensuring records are accurate and current. * Ensure government guidance and legislation are interpreted appropriately and are adhered to in a manner consistent with good practice. |
| Strategic management | * Leading work with the Mayor and Executive Members for Transport for both Local Authorities to scope and commission transformational plans across York and North Yorkshire, for example key corridors or integrated ticketing. * Production of the Statutory Strategic Transport Plan for the region and reporting on its progress and delivery. * Effectively commission delivery of transport programmes and projects, ensuring achievement of aims and objectives within agreed budgets and timescales. * Working collaboratively cross border (e.g. West Yorkshire Combined Authority) on strategic connectivity for the benefit of both regions. * Ensuring the region fully engages and maximises its influence with government, especially the Department for Transport and with Sub-national Transport bodies such as Transport for the North. * Develops a strategic relationship with Great British Rail delivering new investment to maximise the potential of rail in the region and similarly with National Highways with regard to the Strategic Road Network in York and North Yorkshire. |

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| Person Specification | |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge   * Significant knowledge of current good practice standards both at local and national level in relation to the business of the service. * Knowledge of statutory requirements, including equality standards. * Excellent knowledge of managing transport programmes and projects. * Knowledge of key strategic stakeholders such as Network Rail, Great British Railways, National Highways, local councils, and other relevant authorities. * The legal framework that is required for transport e.g. bus contracts * Knowledge of effective management of staff, budgets and resources. * In-depth knowledge of the strategic transport implications of development proposals, ensuring alignment with transport objectives and sustainability goals. | * Familiarity with transportation policy development, including the creation and execution of Joint Local Transport Plans and associated strategies for a Combined Authority. * Knowledge of local highway and bus powers, including Bus Service Improvement Plans and in active travel principles and developing Local Cycling & Walking Infrastructure Plans (LCWIP). |
| Experience   * Extensive experience of strategic transport planning, policy development and implementation, and performance management * Experience of developing and implementing organisational culture change within a large diverse organisation. * Significant experience within a Combined Authority, Local Transport Authority or similar setting, with a deep understanding of local transport governance, regulations, and operations. * Proven record of developing innovative solutions to address the net zero challenge, including strategies for decarbonisation and sustainable transportation practices. * Proven experience of developing and implementing transportation strategies at a regional or governmental level * Experience of managing in a political environment. * Experience of budget management. | * Demonstrable ability to lead on strategic transport issues and respond effectively to regionally significant and cross-boundary strategic transport initiatives. * Experience of working across sectors to demonstrate how transport can enable economic growth plans. |
| Occupational Skills   * Demonstrable ability to align local transport plans and other transport programmes with broader economic and land use plans and strategies. * Strong analytical skills to assess transportation challenges and opportunities and develop innovative solutions to address them. * Proven track record of providing strategic leadership and direction, with a demonstrable ability to build, nurture and inspire high-performing teams. * Effective communication skills to articulate vision, goals and expectations clearly to team members and stakeholders. * Effective leadership skills and the ability to promote organisational policy and objectives. * Ability to contribute to the planning of resources for the Combined Authority and to understand where specific programmes need to collaborate to drive change. * Ability to develop and maintain effective partnerships both within and outside the Directorate. * Ability to negotiate and influence at an executive level with senior officers and senior politicians. |  |
| Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role   * Membership of an appropriate Professional Institution e.g. Institution of Civil Engineers or Chartered Institution of Highways and Transportation or other equivalent transport related qualification. |  |
| Behaviours   * Able to work flexibly to meet the demands of the job including some out of hours working at either evenings or weekends. * Committed to the development and demonstration of the Authorities vision, values and behaviours. * Committed to ensure equality and inclusion are demonstrated. * Highly motivated and not easily discouraged. * Personal and professional demeanour and credibility which commands the confidence of members, senior managers, staff, members, external partners and other stakeholders. * A high degree of probity and integrity and work within the constraints of a publicly funded service. * A commitment to learning and achievement. |  |

NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.