

ROLE DESCRIPTION

Job Title	Network Development Officer (Bus Franchising)
Salary Band	SCP 27-32
Reporting to	Network Lead
Directorate	Place
Service Area and sub area	Transport
Team	Franchising
Political Restriction	N/A

1. Primary Purpose of the Post
<p>The purpose of the role is to:</p> <ul style="list-style-type: none"> - Support the design and implementation of the franchised bus network, which is safe, affordable and accessible and in line with our values and our economic, environmental and social impact goals - Support the network planning strategies and plans development - Support specifying and commissioning of the network element during the franchising process - Support or lead the stakeholder engagement within the Combined Authority and beyond - Support the Network Lead and be a proactive, collaborative member of the Franchising Team.
2. Your responsibilities
<p>You will support the network element of the Bus Franchising Programme with your responsibilities including:</p> <ul style="list-style-type: none"> - Supporting the process of a phase-by-phase review of the current bus network and planning the networks to be specified in franchise tenders - Preparation of accurate Bus Service Specification documents - Managing data relating to the current network and all strategies and aspirations for future growth in framing the future network - Work with finance colleagues to ensure that network plans are properly costed, justified and aligned to budgets - Ensuring continuity of cross border services - Developing and maintaining strong, customer focussed, robust relationships with all stakeholders that focus on delivering high quality services that meet the needs of customers - Assisting with the designing and implementation of an effective service permit scheme, under the terms of the LCR (Liverpool City Region) Bus Franchising Assessment - Assisting in the development and delivery of infrastructure works

- To work closely with officers responsible for Fleet, Depots, and other Franchising workstreams
- Determining the makeup of the services to schools provision within the franchised bus network
- Deputising for the Network Lead to lead on network engagement planning and events
- These duties should be carried out in such a way that is cognisant of other strategies within the LCRCA.

The role holder may be required to undertake any other appropriate duties as deemed necessary.

3. General Corporate Responsibilities

- Continuously demonstrating the behaviours of LCR First, Respect and Action Focus and encouraging others to do likewise.
- Champion and embrace a continuous improvement culture
- Regular dialogue and positive business relationship building with internal and external colleagues
- Foster a positive working and learning environment, championing knowledge and information sharing and good working relationships
- Building personal and departmental credibility
- Participating in work to ensure that the wider CA (Combined Authority) is ready for Bus Franchising, especially across all Enabling Service areas
- Ensuring customer focus, inclusion, equal opportunities and value for money are at the heart of decision making and implementation.

4. General Managerial Responsibilities

- The postholder will be expected to deputise for the Network Lead as required
- Every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan
- This role description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the primary areas of responsibility at the time of writing

5. Recruitment Plan

Competency Based Interview
Assessment

PERSON SPECIFICATION

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Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Relevant professional qualifications and / or significant relevant transport sector experience	E	A
Evidence and commitment to continuous personal and professional development	E	I

Experience and knowledge	E = Essential D = Desirable	Identified By
Proven track record of developing relationships with and leveraging influence with Stakeholders/Partners at a senior level	D	A, P, I
Using data to inform strategies and decision making	E	A, P, I
Evaluating commercial tenders in a transport or related area.	D	A, P, I
Detailed knowledge of operators' business environment	D	A, P, I
Designing public transport networks capable of delivering modal shift and patronage growth required to achieve net zero, economic development and social value objectives.	E	A, P, I

Skills and abilities	E = Essential D = Desirable	Identified By
Ability to lead, inspire and motivate others within a culture of proactive service delivery and continuous improvement	D	A, P, I
Strong negotiation, influencing and persuasion skills with flexibility in approach to deliver the right outcomes	E	A, P, I
Ability to develop and maintain effective working relationships with integrity, credibility and influence with politicians, civil servants, officers, and other key stakeholders.	E	A, P, I



Able to deliver and lead others, prioritising competing demands and ensuring a focus on meeting deadlines/milestones	D	A, P, I
Positive, flexible, responsive, dynamic and creative approach to problem solving, encouraging ideas from across teams, working around constraints and challenges to translate ideas into practice	E	A, P, I
Highly developed written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way	E	A, P, I
Ability to negotiate, influence and give advice to politicians, senior managers and partner Organisations.	D	A, P, I

Personal Attributes & Behaviours	E = Essential D = Desirable	Identified By
A passion to improve public transport services	E	A, P, I
An understanding of and a personal commitment to the Vision and Aims of LCR Combined Authority	E	A, P, I
A commitment to providing a high-quality customer service and ensuring service standards are met	E	A, P, I
Demonstrable commitment to diversity and inclusion, together with a clear appreciation of equalities issues	E	A, P, I
Flexible approach to working hours and willingness to work flexibly as and when required	E	A, P, I
Quality, time management and organisational skills	E	A, P, I
Knowledge of the key issues facing a City Region.	D	A, P, I
A commitment to achieving Social Value across all areas of work.	E	A, P, I

Key to Assessment Methods:

KO – Knockout question	A - Application	P – Presentation	T - Test
FQ – Filter Question	I – Interview	E – Exercise	AC – Assessment