

JOB DESCRIPTION

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| Job Title | Director of Transport Commissioning & Development |
| Salary Band | £121,994-£131,940 |
| Reporting To | Executive Director – Place |
| Supervises: | Heads of Service Programme Directors/Managers as required by business need. |
| Political Restriction | This post is politically restricted |

1. Primary purpose of the post

Provide strategic leadership for functions within Transport for Liverpool City Region, and strategic direction to ensure a full integrated, public owned and operated Metro Network (bus and rail services) are developed and commissioned to meet the ambitions of the Liverpool City Region Combined Authority.

Be a pro-active, collaborative member of the LCR Combined Authority Senior Leadership structure.

2. Key Role Specific Requirements

- Lead on behalf of the LCR Combined Authority on the commissioning, development and enhancement of all integrated transport related functions, including projects of national and regional significance that may serve the City Region.
- Secure the effective delivery of rail and bus services through the commissioning process ensuring a resilient and reliable public transport offer to passengers whilst achieving value for money for the Liverpool City Region.
- Provide strategic leadership for transport reform including a fully franchised bus network, the transition of Merseyrail into public control and progress the ambition for devolution of the rail network within the LCR.
- Lead on commissioning of the metro network which meets the needs of the Liverpool City Region.
- Ensure the Liverpool City Region has a high performing, customer focussed, integrated and sustainable transport systems enabling a prosperous and inclusive economy.
- Enable active travel opportunities to be at the forefront of an integrated transport network working closely with local authorities, stakeholder and partners to achieve this ambition.
- Build and maintain effective relationships with stakeholders and partners, building trusted partnerships striving to achieve the same goals and aspirations.

- Lead on developing relationships and engagement strategies with government departments to influence, negotiate and collaborate to ensure the City Region's best interests are represented at a national level.
- Develop and maintain effective and commercial working opportunities within Transport for LCR functions.
- Be a proactive and collaborative member of the Place Directorate Leadership Team providing strategic leadership, direction, expertise, advice and guidance to the Executive Director Place, Executive Leadership Team and the Mayor.
- Lead on specific integrated transport programmes and projects at the request of the Executive Director and deputise as required.

3. General Senior Leadership Responsibilities

- Effective leadership and management of staff within a service/group of functions encouraging a continuous improvement ethos to develop outstanding services where VFM (value for money) is delivered and where innovation and innovation can flourish.
- Creating a positive working and learning environment, ensuring accountabilities and priorities are clear to Services, teams and individuals with development needs identified and delivered, including coaching/mentoring opportunities and proactive management of employee relations, performance and attendance.
- Contributing to the preparation of corporate plans, risk registers and budgets leading on Service Plans, risk registers, budgets and resource planning for the areas of defined responsibility.
- Ensure effective performance management, actively engaging with LCRCA's performance management framework, and delivering all personal and Service performance targets as agreed, managing identified risks, and contributing to the management of Directorate and Corporate risks.
- Demonstrate the LCRCA's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken, promoting full consideration of the equality impacts of decisions on all the Protected Characteristics. Advance non-discriminatory practices in all aspects of work undertaken.
- To share and communicate a clear understanding of the LCRCA priorities across the Place Directorate.
- Ensure compliance with legislation and LCRCA policies and procedures in relation to governance, including supporting the scrutiny process and the completion of the annual governance statement.
- Be a proactive and collaborative member of the LCRCA Directors Forum and Place Directorate Team, providing expertise, advice, and guidance as required.
- Display organisational behaviours of Liverpool City Region First, Respect and Action Focus encouraging others to do likewise and role model the leadership expectations outlined in the LCRCA Leadership Charter to inspire and empower the wider LCRCA team.
- Establish effective relationships and collaboration with constituent local authorities/bodies to support long term ambition and delivery of the LCRCA Corporate Plan.

- Promote the work of the LCRCA and LCR locally and nationally and advance involvement, communication, and communication with all stakeholders.
- Ensure the development, provision and analysis of high-quality management information and documentation that is timely, accurate and meaningful.
- To embed a culture that places customers first, adopts a can-do approach and focuses on communities and working locally.
- To work with public and other relevant bodies to support LCR's communities, through services and activities which address local concerns, and which foster social capital and resilient communities.
- Promote the work of the LCRCA and LCR locally and nationally promoting local decision making and 'Devolution by Default'.

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility at the time of writing. There is recognition that the Combined Authority is likely to be subject to continuous change. As such, senior officers are expected to work flexibly and accept that their areas of specific responsibility may also be subject to change.

PERSON SPECIFICATION

Job Title: Director of Transport Commissioning & Development

| Criteria | | |
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| Qualifications and Training | E = Essential D = Desirable | Identified By |
| A relevant degree, qualifications and/or significant relevant Transport experience; and membership of (or eligibility to join) a recognised, relevant professional body | E | A |
| Evidence and commitment to continuous personal and professional development | D | A |

| Experience and knowledge | E = Essential D = Desirable | Identified By |
|--|--------------------------------|---------------|
| Experience of working within a political environment including advising and briefing politicians | E | A, I |
| Significant, demonstrable experience in a senior leadership role in transport | E | A, I |
| Extensive proven track record of provision of specialist technical input into the formulation and delivery of place-based strategies and policies in a public sector organisation or other organisation of comparable scope and complexity | E | A, I |
| Comprehensive experience of financial and resource management and providing specialist technical input into major capital schemes | E | A, I |
| Experience of using financial and commercial awareness and the ability to analyse complex information to deliver objectives. | D | A, I |
| Evidence of delivering high quality services | D | A, I |
| Evidence of involvement in the development of major schemes. | D | A, I |
| Proven record of developing and utilising links with Stakeholders/Partners at a senior level | E | A, I |

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| An understanding of the LCR devolution agreement, local government, central government and their roles structures and relationships. | D | A, I |
| Detailed understanding of relevant key government policies and the policy making/legislative process | D | A, 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, I, T |
| Highly developed influencing and persuasion skills with a determination to deliver. | D | A, I, T |
| Ability to develop and maintain effective working relationships with integrity, credibility and influence with national and local politicians, civil servants, officers, and other key stakeholders | D | A, I, T |
| Able to deliver and lead others, prioritising competing demands to meet deadlines. | D | A, 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. | D | A, I |
| Highly developed written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way. | D | A, I, |
| High level awareness of media and presentational issues, and ability to work with politicians and media professionals to shape and project credible public positions. | D | A, I, P |
| Ability to anticipate and understand the needs of the LCRCA and the city region and analyse and interpret information using judgement in creating solutions | E | A, I, T |
| Highly developed commercial and financial acumen | D | A, I |
| Experience and ability to build effective working relationships with a wide range of stakeholders. | D | A, I |
| Ability to negotiate, influence and give advice to politicians, senior managers and partner organisations. | D | A, I, T |

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| Evidence of creative, innovative thinking, encouraging ideas from across teams, creatively working around constraints and challenges and | D | A, I, T |
| High level of skill in strategic and analytical thinking allied with an ability to make effective, critical decisions | D | A, I, T |

| Personal Attributes | E = Essential D = Desirable | Identified By |
|---|--|----------------------|
| Commitment to follow and amplify the LCRCA agreed behaviours of LCR First, Respect and Action Focus | D | A, I, T |
| Demonstrates the highest levels of professionalism | D | A, I, T |
| Ability to demonstrate integrity linked to a high level of personal resilience and a determination to deliver LCRCA goals and strategies. | D | A, I, T |
| Ability to work collaboratively. | D | A, I, T |
| Ability to work under pressure and public scrutiny. | D | A, I, T |
| Commitment to continuous improvement | D | A, I |
| An understanding of and a personal commitment to the Vision and Aims of LCRCA | D | A, I |
| A commitment to providing a high-quality customer service and ensuring service standards are met | E | A, I, T |
| Commitment to and understanding of equal opportunities | D | A, I |

| Other | E = Essential D = Desirable | Identified By |
|---|--|----------------------|
| Knowledge of the key issues facing a City Region. | E | A, I |
| Flexible approach to working hours and willingness to work flexibly as and when required. | D | A, I |
| Evidence of quality, time management and organisational skills | D | A, I, T |
| Ability to attend meetings inside and outside the City Region | D | A, I |

Key to Assessment Methods:

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