

JOB DESCRIPTION

Job Title	Transport Planning Team Leader
Salary Band	SCP 33-36
Reporting to	Principal Transport Planning Officer
Directorate	Place
Service Area	Network Performance
Contract	Secondment (6 months)
Political Restriction	None

1. Primary Purpose of the Post

To supervise the Transport Planning Team and direct their workload.

To deputise for the Principal Transport Planning Officer and/or Transport Planning Manager
To continually review the supported bus network to ensure budgetary targets are met while maintaining a comprehensive bus network across Merseyside.

To liaise with commercial bus operators to maximise the coverage of the commercial bus network across Merseyside.

To engage with stakeholders in discussions about changes to the supported bus network.

To work alongside the Infrastructure Team to ensure Bus Capital Schemes deliver enhancements to bus users.

2. Key Role Specific Responsibilities

- Always have the customer needs at the heart of everything
- Lead the Transport Planning Team in developing the supported and commercial bus network.
- Responsible for delegating, allocating and managing workloads of the Transport Planning team ensuring that all work is completed on time, data and information accuracy, and making sure all outputs meet customer and corporate needs.
- Co-ordinate and support tendered service, tender round and contract variation development and ensure Deminimis development and monitoring
- Liaise with Bus Operators with regard to network issues.
- Ensuring Health and Safety forms an integral part of all aspects of the Transport Planning function.

- Demonstrating commitment to corporate processes and ensuring that these are delivered at all times, as well as developing and maintaining internal processes
- Be aware of industry innovation and robustly scrutinise the value, act upon that assessment and champion developments that will bring added value to the city region
- Be a visible and enthusiastic manager, encouraging partnership working across the organisation
- Effectively recruit, select, and manage the Transport Planning Team
- Proactively and effectively manage the team in line with the organisations policies and procedures to ensure consistency of experience for the team and providing them with opportunities to grow and develop
- Motivate the team to deliver on expectations and strive to exceed
- Support the development of the team through ensuring access to training, coaching and mentoring opportunities
- Assist in delivery and coordination of funding streams.
- To co-ordinate the completion of bus registration proformas and manage the dissemination of registration information for the organisation and consider the necessary reaction and approach to commercial service registration changes.
- Provide advice and support to schools/colleges/LEAs/LAs/other agencies on specialist transport provision.
- Developing and maintaining strong, customer focussed, robust relationships with all stakeholders that focus on delivering high quality services that meet the needs of customers in a manner that delivers value for money, including attending external meetings and workshops on bus related issues. Councillors, council officers, Consultants engaged by the LRCA or externally, colleagues in neighbouring authorities, works contactors.
- Responsible for the management of safe systems of work and risk assessments for the Team
- Be familiar with the software packages that are currently utilised by the team and other software packages that could be utilised in delivering bus better
- Liaison with similar public sector bodies in a collaborative way, develop relationships to enable progressive discussions and sharing of best practice
- Ensure that customer contacts are managed effectively, and feedback is utilised to ensure continuous improvement to the bus network
- Chair and manage meetings as appropriate ensuring that meetings are of value and deliver on their purpose

3. General Corporate Responsibilities

- To support the strategic priorities of the organisation and the Network Performance Service Area

- Work collaboratively with other departments within the directorate and the wider organisation being considerate of their priorities alongside your own
- Provide leadership by communicating the vision to the team and support them in delivering that vision
- Work inclusively and encourage and support your team to do also
- Promote understanding of and adherence to LCR CA values by modelling appropriate behaviours and encouraging others to do likewise
- 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
- To contribute to the management of risks both within the service area and the wider strategic risks facing the LCRCAs
- To adhere to all health and safety legislation and work to ensure that the health, safety and wellness of everyone is a key consideration in all activity
- To participate in all aspects of training and development as directed, use all relevant learning opportunities to improve personal and professional skills

4. General Managerial Responsibilities

- Supervises Transport Planning Team
- Provide team leadership to support the delivery of service excellence in order to achieve the delivery of the Service Plan and in turn the Corporate Plan and other associated objectives
- Create a positive working environment through appropriate delegation, mentoring and coaching of staff through the identification of learning and development needs of the team
- Effective recruitment and selection of staff adhering to the LCRCAs recruitment policies and procedures
- Proactive people management
- Promote full consideration of the equality impacts of decisions on the full range of Protected Characteristics and be committed to equal opportunities and promote non-discriminatory practices in all aspects of role

It must be understood that 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 job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

Recruitment Plan

Competency Interview

PERSON SPECIFICATION

Job Title: Transport Planning Team Leader

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
A transport related qualification from a recognised body, such as CILT Level 5 or relevant experience in an associated field.	E	A, I

Experience and knowledge	E = Essential D = Desirable	Identified By
Team Leading experience gained in a relevant transport related field.	D	A, I
Ability to build and manage robust and effective relationships with stakeholders.	E	A, I
Knowledge of the transport industry.	E	A, I
Experience of developing and implementing service level agreements.	D	A, I
Knowledge of the transport network in the Liverpool City Region.	D	A, I
Proven experience of customer and stakeholder engagement and relationship management.	E	A, I
Experience of working with schools, centre for education and local education authorities.	E	A, I
Ability to solve complex service-related issues with innovative cost-effective solutions.	D	A, I

Skills and abilities	E = Essential D = Desirable	Identified By
Programme and project management skills.	E	A, I

Tender specification production, including technical aspects, service design.	D	A, I
Time and resource management skills.	E	A, I
Ability to prioritise.	E	A, I
Effective communication skills.	E	A, I
ICT literate to a high standard.	E	A, I
Proven interpersonal skills.	E	A, I
Proven track record of developing services, contracts, resources.	E	A, I
Proven track record of service delivery	E	A, I

Personal Attributes	E = Essential D = Desirable	Identified By
Ability to lead a team	E	A, I
Calm under pressure	E	A, I
Good communicator	E	A, I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
Respectful, Action Focused	E	A, I

Key to Assessment Methods:

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