

ROLE DESCRIPTION

Job Title	Principal Transport Analyst
Salary Band	SCP 41-43
Reporting to	Lead Transport Economist
Directorate	Policy and Strategy
Service Area and sub area	Evidence, Research and Intelligence
Team	Transport Analysis Team
Political Restriction	N/A

1. Primary Purpose of the Post
To work on transport evidence projects. Management and technical input to projects incorporating transport data and analysis, including transport business cases. Development of projects from initial scoping to implementation to communication of findings, working as part of a team and on your own initiative. The focus of the role will be on transport evidence. This will include specifying and influencing data collection programmes, responsibility for transport evidence dissemination and briefings within LCRCA, developing robust evidence bases and using evidence to help shape the strategic narrative for interventions at both an LCR and scheme level. To communicate and present data and study findings in a clear and digestible format in order to support effective decisions.
2. Your responsibilities
• Providing technical input, developing briefs and management of transport data, analysis, modelling and economic appraisal projects. • Keeping up-to-date with latest technologies and programmes for data collection, analysis, modelling and presentation, including interpreting and communicating latest government guidance and liaison with other regional bodies. • Communicating and presenting data and the key messages from data in a clear and digestible format to colleagues and other key senior stakeholders. • Monitoring the external environment for relevant data updates and primary research data relevant to the Liverpool City Region. • Supporting assessment of the economic, social, environmental and other products of projects under consideration (mostly led by third party experts). • Reviewing and feeding back into third party appraisal work as it is produced, and helping the CA understand the implications of the appraisers' assumptions and results. • Performing transport analysis and economic appraisal in house when it is feasible to do so.

- Supporting impact assessment, modelling and scenario testing of pipeline projects.
- Analysing and interpreting a range of publicly available, open source and new data sets. Establishing an evidence base for devolved policy, typically linked to transport.
- Managing documents, reports, key correspondence and other materials related to projects under consideration.
- Providing technical guidance on Green Book/WebTAG methodology and setting proportionality on a project by project basis.
- Other tasks identified by the project leader.
- Supporting the procurement, selection and contracting of third party contractors at the project level.
- Manage projects and relationships, initiating and agreeing work, managing changing needs and expectations, and ensuring delivery to agreed deadlines.
- To identify opportunities to improve the team's operations, strategy and outcomes.
- To train and help develop team members.
- To identify opportunities for self-development.

3. General Corporate Responsibilities

To support the implementation of the City Region's Devolution agreement and wider strategic priorities.

- To support the development of effective city region and cross-portfolio collaboration.
- To represent and promote the work of the LCRCA and the wider LCR, locally, regionally and nationally.
- Support the scrutiny process established by the LCRCA.
- To support the Senior Leadership Team to embed a culture that places customers first, adopts a can-do approach and focuses on communities and working locally.
- To contribute to the corporate management of the strategic risks facing the LCRCA.
- Promote understanding of and adherence to the Combined Authority's core values by modelling appropriate behaviours and encouraging others to do likewise.
- Promote and encourage continued improvement in service quality and efficiency.
- To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills so as to improve effectiveness and efficiency of service delivery.
- To support the achievement of corporate efficiency targets and initiatives.
- Support the Combined Authority's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken.
- Create a positive learning and working environment through delegation, mentoring and coaching of staff and through the identification of training and development needs

4. Recruitment Plan

Interview



PERSON SPECIFICATION

Job Title: Principal Transport Analyst

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
A subject relevant degree or equivalent	E	Application
Evidence and commitment to continuous personal and professional development	D	Application

Experience and knowledge	E = Essential D = Desirable	Identified By
Experience of analysing and interpreting transport data, modelling and economic appraisal outputs	E	A,I
Experience of conducting or advising on transport analysis and evidence projects	E	A,I
Experience of developing or reviewing the strategic case for interventions	D	A,I
Experience of developing technical specifications for transport analysis and transport evidence bases	D	A,I
Experience of managing transport projects	D	A,I
Experience of DfT's Transport Analysis Guidance (TAG) or HM Treasury's Green Book	E	A,I
Experience of communicating and presenting data, and the key messages from that data, in a clear and digestible format to colleagues and stakeholders	E	A,I
Experience of operating effectively and collaboratively as part of a team	E	A,I
Experience of having effective working relationships with a wide range of stakeholders	D	A,I

Skills and abilities	E = Essential D = Desirable	Identified By
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Good written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way.	E	A,I
Ability to meet challenging deadlines and manage and deliver on concurrent workstreams.	E	A,I
Conscientious, with attention to detail.	D	A,I
A commitment to providing a high quality customer service and ensuring service standards are met.	D	A,I
Ability to request, analyse and interpret complex information.	E	A,I
Ability to establish priorities and communicate pressing issues to team members and clients	E	A,I
Ability to synthesise information to generate clear reports and actionable summaries	D	A,I

Personal Attributes	E = Essential D = Desirable	Identified By
An understanding of and a personal commitment to the Vision and Aims of Liverpool City Region Combined Authority.	D	A,I
A commitment to providing a high-quality customer service and ensuring service standards are met.	D	A,I
Commitment to and understanding of equal opportunities.	D	A,I
Knowledge of the key issues facing the City Region.	D	A,I
Excellent quality, time management and organisational skills.	D	A,I
Flexible approach to working hours and willingness to work flexibly as and when required.	D	A, I

Key to Assessment Methods:

A - Application
I – Interview



**LIVERPOOL
CITY REGION**
COMBINED AUTHORITY

METROMAYOR
LIVERPOOL CITY REGION