

ROLE DESCRIPTION

Directorate:	LCRCA - Integrated Transport
Job Title	Director of Integrated Transport
Salary Band	£104,306 - £124,848
Reporting To	Liverpool City Region Combined Authority Chief Executive
Supervises:	Senior Head of Service, Head of Bus , Head of Rail, Head of Asset Management
Political Restriction	This post is politically restricted

1. Primary Purpose of the Post
<p>Provide strategic expertise, advice and guidance on transport to the Liverpool City Region Combined Authority (LCRCA).</p> <p>Lead and manage the Integrated Transport Directorate of the LCRCA.</p> <p>Be a pro-active member of the LCRCA Senior management team.</p> <p>Act also Director of the Passenger Transport Executive Board (the meetings of this board are commonly referred to as the Merseytravel Executive), and is also a member of the Beatle Story Board.</p>
2. Key Role Specific Responsibilities
<ul style="list-style-type: none"> • Providing specialist transport expertise, advice and guidance to the Metro Mayor, Portfolio Lead, Transport and Air quality, CEX and Director colleagues of the LCRCA to support the development of transport policy, investment decision and scheme development. • Ensuring that all activities within the Integrated Transport Directorate are supporting the delivery of the LCRCA Policy and priorities and the role of transport in underpinning economic growth across the Liverpool City Region (LCR) is maximised. • Provide effective leadership including strategic direction to the DIT Management team and the functions within the Directorate including Bus, Rail, Asset Management, Active Travel (Walking and Cycling) and the Key Route Network. • Overseeing the development of transport schemes to ensure continuous development and improvement of the transport network within the LCR. • Be a proactive member of the LCR CA Senior Management Team, supporting the overall strategic direction of the organisation and supporting delivery of its priorities. • Ensuring that the needs of customers, existing and potential are placed at the forefront of all decision making within a value for money context. • Overseeing the effective management and maintenance of the organisation's assets.

- Act as the primary contact for the Department for Transport, in partnership, where appropriate with the Head of Government Relations for the LCR CA.
- Be the organisations senior representative on a range of external bodies such as Transport for the North, Urban Transport Group etc.
- Proactively build relationships with relevant stakeholders to promote and increase the organisations contribution and influence on the wider regional and national transport agendas in the delivery of existing and future transport solutions for LCRCA to support economic growth. A key focus currently is the delivery of Northern Powerhouse Rail.
- Proactively manage the transport operators in the LCR.
- Work effectively with the wider LCR stakeholder community (including Constituent Local Authorities, the business sector and communities) in the delivery of the transport agenda.
- Provide effective leadership as Chair of the Transport Advisory Group.
- Adopt cost effective and innovative practice and a forward-thinking approach instilling a culture of continuous improvement and innovation across the Directorate and with partners across the Liverpool City Region through collaboration.

3. General Corporate Responsibilities

- To support the implementation of the City Region's Devolution agreement and wider strategic priorities.
- In line with the respective role to ensure policy and practice are 'joined up' across areas of the city region.
- Maintaining effective and constructive participation with the LCRCA Senior Leadership to make open, honest and effective corporate management decisions within the LCRCA's formal governance structure.
- Work with the LCR CA CEX and Directors, the Metro Mayor, Portfolio Lead Transport and Air Quality and other LCRCA Elected Members, to ensure the co-ordinated implementation of strategies and plans for the Organisation and provide advice on significant policy decisions.
- To share responsibility for the preparation implementation of business plans, the financial plan, annual budget and promote efficiency targets and initiatives.
- Take responsibility for the achievement of specific work-streams.
- Provide leadership by communicating the vision and interpreting and providing the broad strategic direction for program policies, standards and systems.
- Promote understanding of and adherence to LCRCA 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 Liverpool City Region's communities, through services and activities which address local

concerns and which foster social capital and 'resilient communities'.

- To contribute to the corporate management of the strategic risks facing the LCRCA.

4. General Director Level Responsibilities

- Deliver all Directorate performance targets as discussed and agreed with the CEX.
- To lead a group of services, ensuring effective performance management, actively engaging with LCRCA's performance management framework.
- To promote a performance-driven culture through the accountability of the lead officers allocating resources, managing risks, monitoring and review.
- Providing leadership and inspiration to deliver service excellence in order to achieve the delivery of Transport Plans, the Corporate Plan and other associated objectives locally, regionally and nationally.
- Provide advice on the development of services.
- To share and communicate a clear understanding of the Directorate priorities across the LCR with other services, with the CA and Mayor, with constituent authorities, with other partners and with government.
- Ensure the development, provision and analysis of high quality management information and documentation that is timely, accurate and meaningful.
- Create a positive learning and working environment through delegation, mentoring and coaching of staff and through the identification of training and development needs.
- Effective recruitment and selection of staff adhering to the LCRCA's recruitment policies and procedures.
- Maximise UK Government and European funding, private sector venture, business and other funding available to the City Region through the Directorate.
- Support the scrutiny process established by the LCRCA.
- Manage employee relations effectively.
- Proactive management of absence and attendance.
- Encourage a continuous improvement ethos to develop an outstanding service, where value for money and best value are delivered and innovation and enterprise flourish.
- Developing a culture within the Integrated Transport Services Directorate with robust financial and risk management ensuring that all expenditure of public funds is compliant with all organisational financial policies and procedures, Standing Orders and financial regulations.
- Taking overall responsibility within the Directorate for ensuring compliance with legislation and LCRCA policies and procedures in relation to governance.
- Promote the work of the LCRCA and LCR locally and nationally.

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- Promote full consideration of the equality impacts of decisions on the full range of Protected Characteristics and develop an embedded commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken.
- Ensuring that management of all resources is applied consistently across the Integrated Transport Services Directorate in accordance with organisational policies and procedures.

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

SERVICE AREA: Liverpool City Region Combined Authority - Integrated Transport

JOB TITLE: Director of Integrated Transport

SALARY BAND: £104,306 - £124,848

Note to Applicants.

Essential criteria are marked with *. All other criteria are desirable.

CRITERIA	KNOWLEDGE AND SKILLS	METHODS OF ASSESSMENT
Qualifications and Training	1. Membership of (or eligibility to join) a recognised and relevant professional body. *	A
	2. Evidence and commitment to continuous personal and professional development.*	A
	3. A recognised Degree or Postgraduate qualification in Management or Leadership.	A
Experience	4. Significant transport or construction related experience at a senior level.*	A,I
	5. Significant, demonstrable experience in a senior leadership role in a transport or construction project environment.*	A,I
	6. Extensive proven track record of provision of specialist technical input into the formulation and delivery of strategies and policies in a public sector organisation or other organisation of comparable scope and complexity.*	A,I
	7. Comprehensive experience of financial and resource management and providing specialist technical input into major capital schemes.*	A,I
	8. Experience of using financial and commercial awareness and the ability to analyse complex information to deliver objectives.	A,I
	9. Evidence of achieving excellence in the delivery of services.	A,I
	10. Evidence of involvement in the development of the major schemes.	A,I
	11. Proven record of developing and utilising links with Stakeholders/Partners at a senior level.*	A,I
	12. Evidence of translating ideas into practice.*	A,I,P

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CRITERIA	KNOWLEDGE AND SKILLS	METHODS OF ASSESSMENT
Knowledge	<p>13. An understanding of the LCR devolution agreement, local government, central government and their roles structures and relationships.</p> <p>14. Detailed understanding of relevant key government policies and the policy making/legislative process.</p>	<p>A,I,E</p> <p>A</p>
Skills/Abilities	<p>15. Ability to lead, inspire and motivate others within a culture of proactive service delivery and continuous improvement.</p> <p>16. Highly developed influencing and persuasion skills with a determination to deliver.</p> <p>17. 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.</p> <p>18. Able to deliver and lead others under pressure, prioritising competing demands to meet deadlines.</p> <p>19. 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.</p> <p>20. Highly developed written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way.</p> <p>21. High level awareness of media and presentational issues, and ability to work with politicians and media professionals to shape and project credible public positions.</p> <p>22. Ability to concentrate attention on complex pieces of work for long periods of time.*</p> <p>23. Ability to analyse and interpret information and to use judgement in creating solutions to deliver complex pieces of work.*</p> <p>24. Highly developed business and financial acumen.</p> <p>25. Ability to meet challenging deadlines.*</p> <p>26. Ability to anticipate and understand the needs of the LCRCA and the city region and translate them into solutions and outcomes.</p> <p>27. Experience and ability to build effective working relationships with a wide range of stakeholders.</p> <p>28. Ability to negotiate, influence and give advice to politicians, senior managers and partner organisations.</p>	<p>A,I</p> <p>A,I,P</p> <p>A,I</p> <p>A,I,E</p> <p>A,I</p> <p>A,I,P</p> <p>A,I,E</p> <p>A,I</p> <p>A,I</p> <p>A,I</p> <p>A,I</p> <p>A,I,E</p> <p>A,I</p>

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CRITERIA	KNOWLEDGE AND SKILLS	METHODS OF ASSESSMENT
	29. Evidence of creative, innovative thinking, encouraging ideas from across teams, creatively working around constraints and challenges and capable of translating ideas into policy and practice. 30. High level of skill in strategic and analytical thinking allied with an ability to make effective, critical decisions.	A,I A,I,E
Behaviours	31. A determination to deliver and takes ownership to achieve LCR CA goals and strategies. 32. Demonstrates the highest levels of professionalism. 33. Ability to demonstrate a high level of personal resilience and integrity. 34. Ability to work collaboratively. 35. Ability to work under pressure and public scrutiny. 36. Commitment to continuous improvement. 37. Commitment to deliver the LCR CA agreed behaviours of LCR First, Respect and Action Focus.	A,I,E A,I,E,P A,I,E A,I,E A,I,E A,I A,I
Commitment	38. An understanding of and a personal commitment to the Vision and Aims of Liverpool City Region Combined Authority. 39. A commitment to providing a high quality customer service and ensuring service standards are met.* 40. Commitment to and understanding of equal opportunities.	A,I,P A,I A,I
Other	41. Knowledge of the key issues facing the City Region.* 42. Flexible approach to working hours and willingness to work flexibly as and when required. 43. Evidence of quality, time management and organisational skills. 44. Ability to attend meetings inside and outside the city region.	A,I,E,P A,I A,I,E A,I

Key to Assessment Methods:

I - Interview, P - Presentation, A - Application, E- Exercise