



Job Description and Person Specification

Job details

Job title:	Transport Strategy Manager
Grade:	RT10
Reports to:	Head of Strategic Transport
Responsible for:	Transport Planning, Sustainable Travel and Public Transport
Directorate and Service area:	Place & Economy, Highways & Waste

Purpose of the job (why the job exists)

To manage the Transport Strategy function, including the transport planning, active travel and public transport activities and the development of a pipeline of transport projects, to ensure the Council meets its statutory responsibilities and priorities.

Principal responsibilities (please make these concise and ideally no more than 8)

1. To manage the preparation of necessary strategic and non-strategic transport strategy documents, such as the Local Transport Plan, Local Cycling and Walking Improvement Plans and Bus Service Improvement Plan, reflecting the latest policies and guidance from Government and the Council's Strategic Plan.
2. To manage the development and delivery of a range of initiatives and schemes to encourage increased travel by walking, cycling and public transport.
3. To manage the Council's public transport function, including delivery of the Bus Service Improvement Plan and Enhanced Partnership, developing the bus service network including subsidised bus services and discharge statutory duties such as the concessionary travel scheme.
4. To lead the development of a pipeline of transport projects (including active travel and public transport) to deliver the Local Transport Plan and Local Cycling and Walking Improvement Plans to support economic and housing growth in North Northamptonshire and develop and submit bids to secure external funding for the delivery of these schemes.
5. To contribute to the transport evidence base of the Council's Local Plan(s) and ensure that appropriate responses for active travel and public transport are made to planning applications.
6. To represent the Council at national/sub-regional for and be responsible for effective transport strategy input into internal and external policy documents.
7. To manage the Northamptonshire Strategic Transport Model on behalf of the Council, including the commissioning of appropriate consultants and enabling use of the model internally and externally.
8. To recruit, train and develop staff to deliver a team delivering an effective service for the Council.
9. To monitor and manage the budgets relating to their team, including accurate estimating, forecasting and out-turns against agreed budgets.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in



Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Educated to degree level or equivalent by experience	Membership of a relevant professional institution Significant continuing professional development.
Experience and Knowledge	<p>Significant experience of developing highway and transport policy and strategy documents, including Local Transport Plans.</p> <p>Awareness and understanding of Government policy relating to transport.</p> <p>Experience of the structure of Local Government and working with members.</p> <p>Proven ability to deliver projects.</p> <p>Budget management experience.</p> <p>Experience of managing a diverse workforce, with demonstrable ability to motivate and inspire others to achieve high performance outcomes and positive working relationships and an open and flexible management style.</p>	<p>Knowledge of the workings of the bus industry, and familiarity with the legislation around the bus industry, particularly the Transport Acts 1985 and 2000.</p> <p>Knowledge of Active and Sustainable Travel policy context and good practice.</p> <p>Understanding of legislation and practice surrounding planning applications.</p> <p>Knowledge of the rail industry.</p>
Ability and Skills	<p>Ability to deliver projects and to work in partnership with other agencies and stakeholders.</p> <p>Ability to work on own initiative and apply creative and innovative thinking to strategies and projects.</p> <p>Excellent interpersonal skills with the ability to communicate effectively at all levels of to present ideas</p>	Negotiation skills, particularly in relation to working with bus operators.

Attributes	Essential criteria	Desirable criteria
	<p>on service issues to colleagues and the community. Able to communicate clearly and tailor communicators appropriately to different audiences.</p> <p>Rational and innovative approach to problem solving and decision making.</p>	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	