**Role Profile**

***Role Purpose:***

*Use transport planning techniques to develop train service solutions into plans and programmes, including scheme appraisal, business cases and funding applications*

***Responsibilities:***

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| **Key Role Outputs (KRO’s)**  *What must be achieved for the post holder to be successful in the role* | | **Key Actions**  *How the KRO’s will be achieved – the activities required* |
| **1.** | **Comprehensive transport planning advice** | * Apply established transport planning techniques including train service analysis, business case development and appraisal. * Establish positive working relationships with train operators, DfT (Department for Transport), other Rail North functions and with Rail North member authorities. * Lead and represent Rail North Partnership at working groups, managing the technical inputs to work-streams as directed. * Manage interfaces with strategy development and wider Rail North / TfN activity. |
| **2.** | **Evidence-led development of plans and programmes** | * Use evidence and analysis to turn train service opportunities into detailed business cases. * Work with DfT/Rail North/TfN partners to support the development of plans and programmes. * Provide Rail North Partnership support to cross-industry infrastructure and train service Programme Delivery Groups. * Lead the building of strong and effective working relationships with all key partners across the North of England, nationally and internationally. |
| **3.** | **Investment case-making, the evaluation of Rail North business cases and the completion of Funding Proposals** | * Work with key partners to help influence investment plans and programmes. * Support the production of business case development and appraisal. * Evaluate and develop business cases and project proposals. * Develop funding proposals in response to Network Rail, Industry, UK Government and EU-level programmes. |
| **4.** | **Assist with stakeholder engagement with respect of future train service specification** | * Lead timetable planning consultations with Rail North member authorities for major timetable changes. * Help negotiate targeted improvements to train timetables, enabling consensus across Rail North authorities to identify the most significant issues for immediate action. |
| **5.** | **Assist in engagement with key stakeholders and partners in the development and delivery of infrastructure and train service schemes** | * Produce timely advice and briefing to Working Group Members, Board members and Senior Management. * Develop and maintain relationships with key stakeholders, including Government departments, local transport authorities, LEPs and business representatives. |
| **6.** | **Maintain interface with other functions and key personnel** | * Create positive working relationships with those departments and personnel (internal and external) that are critical in delivering required performance. |

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| **Compulsory Outputs (CO’s)**  *What must be achieved for the post holder to be successful in the role* | | **Key Actions**  *How the CO’s will be achieved – the activities required* |
| **1.** | **Ensure you comply with all applicable organisational legislation and policy:** | * TfGM/ TfN Safety Management System * TfGM/ TfN Dignity at Work policy * Information assurance and security in line with Cabinet Office requirements * TfGM/ TfN policies and procedures · * Risk Management * Equality and diversity legislation · * TfGN/TfN Vision & Values |
| **2.** | **Any other reasonable duties as required from time to time** |  |

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| **Key Interdependencies:** | |
| **Key Contacts** | * Department for Transport * National Agencies including Network Rail and the Rail Industry, including TOCs, ORR and Rail North Members and officers of Road and Rail * Colleagues in the Rail North Partnership team |
| **Direct reports** | * None |
| **Budgetary responsibility** | * None |

**Person Specification**

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| **Knowledge, skills and experience required at selection stage:** |
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| **E** | **Essential Experience:** |
| **E1** | Experience of transport planning techniques |
| **E2** | Previous experience in transport or infrastructure policy and strategy development |
| **E3** | Experience of analysing information and evidence and making recommendations |
| **E4** | Experience of building strong relationships internally and with external partners |
| **E5** | Experience of supporting business case development |
| **E6** | Experience of supporting procurement and contract management |
| **E7** | Experience of drafting reports for formal groups and committees |
| **EQ** | **Essential Qualifications – Technical, Vocational or educational:** |
| **EQ1** | Educated to degree level or equivalent in a relevant subject |
| **EA** | **Essential Attributes:** |
| **EA1** | Understanding of planning principles used in developing train timetables |
| **EA2** | Knowledge of wider rail industry issues affecting train service delivery |
| **EA3** | Ability to present complex information concisely and to a non-technical audience |
| **EA4** | Ability to see the bigger picture |
| **EA5** | Ability to assess new information and determine its relevance and importance |
| **EA6** | Ability to objectively evaluate options which may be both complex and technical |
| **EA7** | Excellent report writing skills with the ability to deliver presentations to a wide range of audiences |
| **EA8** | Understanding of national and local transport policy and regulatory frameworks |
| EC | **Essential Behavioural Competencies:** |
| EC1 | **Cultivates Innovation** *- Creates new and better ways for the organisation to be successful* |
| EC2 | **Ensure Accountability** *- Holds self and others accountable to achieve results, even under challenging circumstances* |
| **EC3** | **Collaborates** *- Building partnerships and working collaboratively with others to meet shared objectives* |
| **EC4** | **Instils Trust** - *Gaining the confidence and trust of others through honesty, integrity and authenticity* |
| **EC5** | **Manages Complexity** *- Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems* |
| **EC6** | **Action Orientated** - *Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm* |
| **EC7** | **Values Differences** - *Recognising the value that different perspectives and cultures bring to an organisation* |
| **EC8** | **Communicates Effectively** - *Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences* |
| **EC9** | **Self-development** - *Actively seeking new ways to grow and be challenged using both formal and informal development channels* |