# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Data and Modelling Manager

# DEPARTMENT: Communities, Economy and Transport

# LOCATION: Flexible within the South East

# GRADE: [Local Managerial Grade 3](https://new.eastsussex.gov.uk/jobs/benefits/local-managerial-grades)

# RESPONSIBLE TO: Head of Analysis and Appraisal

# Purpose of the Role:

Transport for the South East is the sub-national transport body (STB) for the South East of England. Our partnership brings together 16 local transport authorities, five local enterprise partnerships, 46 district and borough authorities and a wider range of stakeholders from the worlds of transport, business and the environment.

Our thirty-year transport strategy sets out how investment in better, more sustainable transport can help grow our region’s economy, create new jobs, increase opportunity and quality of life and hit net-zero carbon emissions. We are in the process of producing our strategic investment plan (SIP); a 30 year blueprint for investment in large scale transport infrastructure in the South East. This will empower the South East to clearly communicate to Government its investment priorities and will formalise the relationship with delivery bodies, including Network Rail and National Highways, so that TfSE can inform their investment programmes based on the requirements of communities, passengers, businesses and decision-makers across the region.

The Data and Modelling Manager will be responsible for developing an analytical framework containing the evidence base to support the implementation of the (SIP). They will be responsible for leading the modelling and analysis of the South East’s transport network and its users and will have a strong track record developing and applying modelling and data analytics solutions.

They will work closely with the analysts at the Department for Transport, ensuring that the TfSE approach is compliant with government requirements, and will also provide support to local transport authorities in accessing, using and interpreting data and modelling tools.

The post holder will be responsible for managing the Data and Analytics Officer.

# Key tasks:

1. Responsible for the delivery of all services within the designated service area in accordance with the County Council’s and Department’s policies and procedures and statutory requirements, including the services provided in partnership and to other clients under contract.
2. Provide effective leadership and communication, through clear objectives, so that the team identifies with East Sussex County Council’s Promise and achieves agreed programmes of work.
3. Lead the planning and implementation of Service Plans, Departmental and County Plans to ensure the continued development of a high-quality service.
4. Plan, monitor and control resources to maximise the efficient and effective use of finances and people in order to ensure the efficient and effective achievements of individual, team, partnership and departmental activities and objectives.
5. Achieve the annual performance targets for the designated service unit and manage performance within the context of the external inspection framework, performance indicators and agreed targets.
6. Service, develop and maintain existing partnership, and develop further partnerships, working both internally and externally.
7. Seek out and pursue sources of external funding to support and maintain the work of the Service, including both grant funding, donations and service clients, and maximise the use of volunteers
8. Manage internal and external communications, media relations and PR management, in conjunction with the Departmental Communications Officer and central communications team
9. Contribute to policy development at a local, regional and national level and represent the Service at a senior level on appropriate Regional and National Committees.
10. Provide effective leadership on health and safety matters by actively promoting health and safety awareness and ensuring the provision of safe working practises to ensure compliance with policy and standards.
11. Working with DfT and other STBs, lead the development of common approaches to analysis and appraisal and the development of analytical tools to inform decision making.
12. Lead the modelling and analysis of the South East’s transport network and its users.
13. Ensuring TfSE’s approach to data analysis and modelling is compliant with Department for Transport requirements.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage |
| * Ability to translate policy into workable solutions, devising and implementing new service initiatives and efficiencies.
* Partnership working skills.
* Public representation of Transport for the South East.
* Ability to develop evidence base and use evidence to produce clear and precise arguments and reports using analytical skills to solve problems.
* Leadership skills and ability to motivate and develop teams and individuals.
* Excellent interpersonal and communication skills including negotiating and influencing skills.
* Budget management skills.
* Ability to think strategically and laterally.
* Ability to understand complex issues and information.
* Ability to manage people and resources including planning and prioritising workloads for self and others.
* Ability to promote and market Transport for the South East and its services.
* Ability to analyse data and effectively communicate the outputs to relevant audiences.
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# Desirable key skills and abilities.

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| These criteria will be assessed at the application and interview stage  |
| * Project management
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# Essential education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * Qualified to QCF Level 6 or equivalent relevant workplace experience.
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# Desirable education and qualifications.

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| These criteria will be evidenced via certificates, or at interview  |
| * Membership of a relevant professional body.
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# Essential knowledge

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| These criteria will be assessed at the application and interview stage |
| * The transport scheme appraisal process contained in national Transport Analysis Guidance.
* Knowledge of business planning and performance management.
* A knowledge of the key issues facing Local Government.
* Knowledge of statutory framework for local authority.
* Expert level of professional, technical and legal knowledge and competence in a particular specialist field
* Aware of Health, Safety and Welfare and Risk management.
* Understanding of Data Protection and Freedom of Information.
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# Desirable knowledge

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| These criteria will be assessed at the application and interview stage  |
| * Knowledge of Transport for the South East.
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# Essential experience

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| These criteria will be assessed at the application and interview stage |
| * Experience of developing and applying data analytics, modelling and analytical approaches in appraisal
* Experience of work in a large public or private sector organisation.
* Experience of leading and managing at a strategic level.
* Preparing, operating and monitoring business plans.
* Planning, implementing and monitoring staff development.
* Experience of managing change and delivering solutions.
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# Other essential criteria

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| These criteria will be assessed at the application and interview stage |
| * Strongly self-motivated with the ability to enthuse and motivate others
* Results driven.
* A commitment to equal Opportunities and anti-discriminatory practice.
* Flexible, responsive and resilient.
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**Date (drawn up): May 2022**

**Name of Officer(s) drawing up person specifications: Mark Valleley**

**Job Evaluation Reference: 12676**

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | No |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |