# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Head of Analysis and Appraisal

# DEPARTMENT: Communities, Economy and Transport

# LOCATION:

# GRADE: [Local Managerial Grade 5](https://new.eastsussex.gov.uk/jobs/benefits/local-managerial-grades)

# RESPONSIBLE TO: Director of Communities Economy and Transport, East Sussex County Council

# 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 Head of Analysis and Appraisal will be responsible for developing an analytical framework to support the implementation of the (SIP). This will contain the data analysis, modelling and appraisal tools that will generate the scheme business cases. The successful candidate will need in depth knowledge of data modelling and analysis techniques and the appraisal of large scale transport interventions. They will be the point of liaison with the Department for Transport (DfT), other STBs and local transport authorities on all analytical issues. They will lead, direct and motivate a team to plan, develop, operate and update an area wide analytical framework for the South East area with a view to TfSE becoming a recognised and regarded as the data, analytics and knowledge hub for the region.

The post holder will be part of the TfSE management team and will be expected to support the delivery of the wider technical programme. This will require strong knowledge of the transport sector and strategic transport planning, both nationally and within a local authority context including the areas of rail, road, bus, active travel and decarbonisation.

# Key tasks:

1. Participate, as a member of the Transport for the South East (TfSE) Senior Officer Group and in other groups/teams; leading where appropriate the development and implementation of a regional analytical framework and its application in the appraisal of large scale transport infrastructure proposals.
2. Plan, monitor and control budget to maximise the efficient and effective use of all resources, including financial, physical and people, in order to ensure that all activities are completed to time, cost and quality targets.
3. Set and review performance objectives regularly and produce personal development plans to ensure that the team is clear on its objectives, and team members receive the feedback, support and guidance needed to optimise individual and team performance.
4. Represent TfSE in meetings with the public, the media and other external bodies to promote our vision and aims and to improve public and business awareness of best practice, and transport and environmental impacts.
5. 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.
6. Select and assign team members to areas and accounts and ensure specialist advice guidance and operational support is provided, in order to present efficient, technically competent, integrated advice.
7. To undertake all tasks, duties and responsibilities outlined in this job description, in accordance with departmental and County Council policies, practices, procedures and standards.
8. To undertake any other tasks commensurate with the grading of the post, as required by the manager/supervisor.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

# 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 |
| * Developing and implementing new service initiatives. * Ability to develop an evidence base and use evidence to produce clear and precise arguments and reports using analytical skills to solve problems * Understanding policy decision making framework * Ability to think strategically and laterally. * Inter-agency/partnership working * Negotiation skills * Proven financial and budget management skills. * Excellent leadership, interpersonal, communication and presentational skills. * Ability to deliver results through others. |

# Essential education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * Degree and/or post-graduate qualification in a relevant discipline or able to demonstrate equivalent experience |

# Desirable education and qualifications.

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

# Essential knowledge

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| These criteria will be assessed at the application and interview stage |
| * Knowledge of local authority services. * Risk management. * Technical proficiency in relevant subject area * The transport scheme appraisal process contained in national Transport Analysis Guidance * Understanding of Data Protection, Freedom of Information and Copyright Acts. * Current awareness of equality and health and safety issues relating to staff and service users |

# Desirable knowledge

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| These criteria will be assessed at the application and interview stage |
| * Awareness of Transport for the South East * Awareness of current trends/issues in local government |

# Essential experience

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| These criteria will be assessed at the application and interview stage |
| * Experience in the application of data analytics, modelling and appraisal tools * Experience in the interpretation data and presentation of findings to a wide range of audiences * Experience of working in a large public or private sector organisation * Experience in strategic service planning. * Experience of driving performance improvements * Preparing, operating and monitoring business plans. * Procurement of external suppliers/resources * Project management. |

# Desirable experience

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| These criteria will be assessed at the application and interview stage |
| * Working with elected members and/or senior decision makers. |

# Other essential criteria

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| These criteria will be assessed at the application and interview stage |
| * Self-motivated with the ability to enthuse and motivate others. * Ability to work under pressure and meet deadlines / make decisions. * A commitment to continuous development and improvement, team-working and high professional standards. * Outward looking. * Approachable. * Ability to meet the travelling requirements of the role. |

**Date (drawn up): April 2022**

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

**Job Evaluation Reference: 12644**

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