# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Transport Strategy 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 Strategy

# 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 Transport Strategy Manager will be responsible for leading the delivery of a number of the elements of our technical work programme that currently includes work on future mobility, freight and logistics, decarbonisation, electric vehicle charging infrastructure and bus service improvement. They will also lead elements of our work on national transport policy issues involving liaison with the Department for Transport and other national agencies on road, rail, bus and freight policy issues.

# 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. To lead on the engagement with strategic transport infrastructure providers and other external partners on the transport infrastructure needs required.
12. To lead the development and implementation of transport strategies and technical studies, including relevant thematic work streams, where appropriate.
13. Be responsible for the commissioning of consultants on various elements of the technical programme.
14. To assist with the development of TfSE’s business planning process.
15. To lead on TfSE input to Department for Transport (DfT) policy work, including in relation to policy development by delivery bodies such as National Highways and Network Rail.

# 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 think strategically and laterally * Ability to translate policy into workable solutions, devising and implementing new service initiatives and efficiencies. * Political awareness. * Partnership working skills. * Public representation of TfSE. * 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. * Coaching skills. * Excellent interpersonal and communication skills including negotiating and influencing skills. * Budget management skills. * 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 TfSE and its services. |

# Desirable key skills and abilities.

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| These criteria will be assessed at the application and interview stage |
| * Project management |

# Essential education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * QCF level 6 or equivalent relevant workplace 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 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. |

# Desirable knowledge

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

# Essential experience

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| These criteria will be assessed at the application and interview stage |
| * 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. * Working with elected members. * Planning, implementing and monitoring staff development. * Experience of managing change and delivering solutions. |

# Desirable experience

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| These criteria will be assessed at the application and interview stage |
| * Experience of managing external suppliers. |

# 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. |

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

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

**Job Evaluation Reference: 12036**

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 |