

Role Profile



Rail & Roads Director

POLITICALLY RESTRICTED POST

Job Family:

Leadership

Grade:

Leadership Level 1 Upper

Contract:

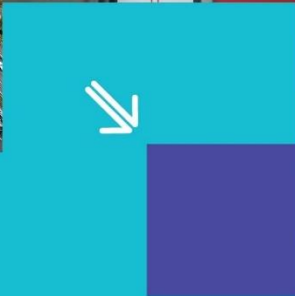
Full-time, Permanent

Reports to:

Chief Executive

Location:

Flexible across the North of England, but with a requirement to regularly work from our offices in Manchester.



Role Purpose:

Act as a strategic leader for TfN, enabling staff to thrive and therefore achieve the vision of a vibrant and growing economy across the North of England. Build strong and inclusive partnerships; and support the development and implementation of a coherent and integrated approach to pan-Northern strategic transport planning providing leadership and direction to the Rail, Roads & Legal Teams.

Act as the lead officer for TfN on the NPR Co-sponsors' Board and the Rail North Partnership.

Act as the designated deputy for TfN's Chief Executive (Head of Paid Service) ensuring the on-going effective leadership and governance of the organisation in their absence.

Key Accountabilities

Key Role Outputs (KROs) Key Actions

What must be achieved for the post-holder to be successful in the role *How the KROs will be achieved – the activities required*

1.	Leadership	<ul style="list-style-type: none">• Create a positive and productive climate through impactful leadership as part of the senior management team by engaging and enabling staff to be the best they can be. Role model cultural and behavioural norms to inspire confidence and commitment to TfN's goals.• Pro-actively contribute to TfN corporate decision-making at TfN's Boards, Rail North Committee, Rail North Partnership NPR Co-sponsors' Board and NPR related Stakeholder Forums as required.• Provide strong, visible and collective leadership as a member of the TfN Leadership Team across a complex and unique governance structure, both internally and externally, across the public and private sector to achieve the ambitions of economic growth for the North.• Live the values of the organisation and set an example for the rest of the organisation in how these should be applied when working both internally and externally.• Act as the designated deputy for TfN's Chief Executive (Head Paid Service) ensuring the on-going effective leadership and governance of the organisation in their absence.
2.	Strategy and Planning	<ul style="list-style-type: none">• Own and ensure that the activities and outputs of the Rail & Roads Function are fully integrated into the development of TfN's long term, multi-modal statutory strategy (Strategic Transport Plan), taking responsibility for the evidence base and business cases that will support decision making.• Communicate TfN's strategic plans throughout the Rail & Roads Function ensuring high levels of awareness and engagement.

3.	Commissioning	<ul style="list-style-type: none"> Act as the intelligent client for all elements of the output across the Rail & Roads Function, including that undertaken by third parties or consultants, ensuring all requirements and outputs are continuously delivered to agreed standards, timescales and budget.
4.	Performance	<ul style="list-style-type: none"> Develop and inspire leadership at all levels across the Rail & Roads Function, both internally and externally, to encourage a culture of high performance, focussed on supporting the delivery of TfN's strategic objectives by being part of the TfN Leadership Team.
5.	Financial Management	<ul style="list-style-type: none"> Have overall financial accountability and responsibilities for the Rail & Roads Function, ensuring that resources are used in a way that demonstrates value for money, a focus on delivering intended outcomes and compliance with statutory and financial regulations.
6.	Stakeholder Management	<ul style="list-style-type: none"> Foster long standing relationships with all TfN partners (including Combined Authorities and their Members, LEPs, other Transport Authorities across the North, Central Government, NDPBs and the Private Sector) necessary to support and deliver the objectives of TfN.

Key Deliverables

1.	Effective management of the function	<ul style="list-style-type: none"> Establish and manage the framework within which the function operates. Work closely with other relevant external agencies and stakeholders in developing joint strategies to support and manage the delivery of TfN's Rail & Roads strategic priorities. Lead the development and delivery of robust key performance indicators for all reporting functions ensuring all outputs are delivered to time, budget and are of high quality.
2.	Lead all Rail & Roads related inputs to the STP and its successor Strategies and to the TfN Business Plan	<ul style="list-style-type: none"> Participate fully in the work of other work-streams, in order to ensure that the activities and outputs from TfN's Rail & Roads function are integrated as part of the Strategic Transport Plan and to ensure that solutions are complementary to each other. Explore ways in which TfN and its constituent authorities can access the funding opportunities to be made available by the various delivery agencies as part of their delivery plans.
3.	Oversee the provision of expert legal advice and democratic services to TfN's	<ul style="list-style-type: none"> Oversee the effective procedural and administration of TfN's various Board and Committee processes in full accordance with TfN's constitution and other associated policies, procedures and agreements.

	Boards & Committees and wider teams across TfN	<ul style="list-style-type: none"> • Ensure consistent and reliable legal advice on all relevant matters and ensure that the TfN's Boards and Committees operate within their legal powers. • Ensure all necessary legal support in relation to the development and management of TfN's corporate governance processes, procedures and partnership and other joint working agreements. • Ensure the continual delivery of high quality, timely legal advice, representation and documentation of a specialist or complex nature fulfilling all of TfN's statutory or regulatory requirements.
4.	Lead TfN's Major Roads Programme aligned to the wider Strategic Transport Plan (STP)	<ul style="list-style-type: none"> • Act as the intelligent client and lead TfN's input into the Road Investment Strategy and into Highway England's programme of Route Strategies. • Contribute to the formation of partnerships with the national transport agencies to develop and implement the northern strategic road studies. • Oversee the monitoring of National Highway's Delivery Plan, the schemes contained therein and coordinate TfN's input into its associated suite of documents that are to be produced. • Oversee work with representatives from TfN partners to identify and prioritise investment in the North's Major Road Network and advise DfT accordingly. • Oversee work in support of TfN partners in their development of proposals included in the Major Road Network investment programme. • Oversee the monitoring of progress with the delivery of proposals included in the Major Road Network investment programme.
5.	Lead TfN's Strategic Rail Programme aligned to the wider Strategic Transport Plan (STP)	<ul style="list-style-type: none"> • Act as voting member of the Rail North Partnership Board ensuring TfN's views, aspirations and strategic priorities are fully represented at all times. • Oversee the on-going development and delivery of the Long-Term Rail Strategy as part of the Strategic Transport Plan, working with the rail sector in the preparation of business plans and strategic documents. • Ensure the processes for the conduct of business of the Rail North Partnership/Committee are executed in accordance with the Articles of Association and the Members Agreement. This shall include the election of members and officials, the conduct of meetings and compliance with statutory responsibilities.

		<ul style="list-style-type: none"> • Oversee the development, presentation and implementation of proposals to extend the scope of rail devolution in the North in collaboration with the Department for Transport, TfN partners and other bodies. Lead in building the capacity and capability to accommodate further devolution. • Oversee TfN's input and support and assist the planning and award of future rail service contracts for all North of England rail services. • Represent TfN in the planning and allocation of national rail investment programmes to the North. Work with TfN partners to ensure an investment programme based upon the projects developed by member authorities, Network Rail and the TOC's, including the implementation of investment schemes, franchise changes and revisions to fares and ticket products. • Work with TfN partners to enable the adoption of digital technologies that will enable delivery of dynamic, responsive, and fit for purpose and customer-centric services.
<p>6.</p>	<p>Lead TfN's NPR Co-sponsors' Team aligned to the wider Strategic Transport Plan (STP)</p>	<ul style="list-style-type: none"> • Act as TfN's lead officer on the NPR Co-Sponsors' Board and Stakeholder Forum(s) associated with implementation of the IRP, ensuring TfN members views, aspirations and strategic priorities are fully represented at all times. • Lead the development of plans and proposals, in consultation with TfN members, for consideration by the NPR Co-Sponsors' Board so as to shape the on-going development, refinement, expansion and delivery of the NPR programme consistent with the statutory Strategic Transport Plan.
<p>7.</p>	<p>Lead and establish positive and effective relationships with stakeholders</p>	<ul style="list-style-type: none"> • Foster productive working relationships with all TfN partners (including DfT, Combined Authorities and their members, LEPs and non-core local authorities). • Assist and advise elected members and officers of TfN partners on matters relating to the governance of rail and their plans and aspirations regarding the development of rail services. • Act as lead spokesperson for TfN on all strategic rail and road matters, including dealing with requests for information from the public, stakeholders and (where appropriate) the media. Attend public/stakeholder meetings as required. • Progress the interests of TfN with senior employees of Department for Transport, partners, Network Rail, Great British Railways, National Highways, Office of the Rail Regulator, Train Operating Companies, Freight Operating Companies, and other transport providers and industry bodies.

8.	Lead intelligence on all UK Rail & Roads related developments and trends	<ul style="list-style-type: none"> Oversee and lead consultation exercises on matters pertinent to Rail & Roads in the North.
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Compulsory Outputs (COs) <i>What must be achieved for the post-holder to be successful in the role</i>	Key Actions <i>How the COs will be achieved – the activities required</i>
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1.	Ensure you comply with all applicable organisational legislation and policy	<ul style="list-style-type: none"> TfN’s Safety Management System. TfN’s Dignity at Work policy. TfN’s Diversity Policy and Charter. GDPR and Freedom of Information. Risk management. TfN policies and procedures. TfN Vision, Values and behaviours. DfT policies and procedures where applicable.
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2.	Any other reasonable duties as required from time to time	<p>The post holder is expected to:</p> <ul style="list-style-type: none"> Conduct themselves in a professional manner and with due courtesy at all times. Be flexible within the workplace and adapt to meet the requirements of an evolving organisation.
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Key Interdependencies:	
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Key Contacts	<ul style="list-style-type: none"> Rail North Partnership Board Rail North Committee NPR Co-sponsors’ Board TfN Boards Department for Transport Northern Rail & TransPennine Express (and other Train Operating Companies as appropriate) Freight Operating Companies TfN Leadership Team Colleagues within the wider TfN team National Agencies including HS2 Ltd, National Highways, Network Rail, Great British Railways and Office of Road and Rail Senior Executives and Members of the various Combined Authorities, PTE’s and Local Authorities across the North of England
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Direct Reports	<ul style="list-style-type: none"> Head of Strategic Rail Head of Major Roads Head of Legal Services Personal Assistant <p>The postholder will also direct such individuals who may be seconded into the Management Team who may be seconded from the DfT, partners or other external bodies.</p>
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**Budgetary
Responsibility**

- Support the financial management of TfN's corporate revenue budget of circa £9m per annum.
- Oversee the 'client side' management and delivery of the rail service contracts across the North of England (delivered via the Rail North Partnership) with a value of c.£500 million per annum.

Politically Restricted Post:

This post is a politically restricted meaning the postholder must refrain from participating in any political activities, publicly expressing support for a political party or undertaking other activities such as canvassing on behalf of a person who seeks to be a candidate; and speaking to the public at large or publishing any written or artistic work that could give the impression that they are advocating support for a political party.

Please see TfN's Protocol for Politically Restricted Posts for further details.

Person Specification

Qualifications, knowledge, skills and experience required at selection stage:	
EQ1	Relevant Master's degree or other specialist post-graduate qualification or the equivalent level reached through experience.
EQ2	Programme/project management qualifications e.g. PRINCE2 or equivalent level reached through experience.
EQ3	Evidence of continuous professional development.
ES	Skills and Experience
ES1	Extensive experience in the development, approval and delivery of programmes, projects and business cases monitoring and reporting progress to governance bodies.
ES2	Experience in being a member of a decision-making executive board.
ES3	Extensive experience of and broad knowledge of the national and regional transport strategy and policy context, how this links to devolution and the political and economic map of the North of England and the UK.
ES4	Extensive experience at a senior management level with the ability to lead and motivate a department or programme team to create a positive, productive climate.
ES5	Extensive experience of managing infrastructure projects in a public and private sector environment.
ES6	Broad knowledge of the national and regional transport strategy and policy context, how this links to devolution and the political and economic map of the North of England and the UK.
ES7	Proven success in establishing a strong performance culture that drives up standards and quality of outputs.
ES8	Proven experience of building strong, productive relationships with a myriad of partners and stakeholders to ensure a co-ordinated response to delivery.
ES9	Proven experience of influencing and persuading governance bodies, stakeholders, partners, clients and suppliers to understand the aims, objectives and requirements of the programme.
ES10	Proven experience of managing significant budgets, optimising external funding opportunities and effectively applying key commercial, business and other management processes.
ES11	Excellent communicator both with individuals and in groups, who inspires, motivates, enthuses, persuades, builds confidence and trust; demonstrates exceptional influencing skills and emotional maturity.
EC	Essential Behaviour Competencies
EC1	Cultivates Innovation - <i>Creates new and better ways for the organisation to be successful.</i>
EC2	Ensure Accountability - <i>Holds self and others accountable to achieve results, even under challenging circumstances.</i>
EC3	Collaborates - <i>Building partnerships and working collaboratively with others to meet shared objectives.</i>
EC4	Instils Trust - <i>Gaining the confidence and trust of others through honesty, integrity and authenticity.</i>
EC5	Financial Acumen - <i>Interpreting and applying understanding of key financial indicators to make better business decisions.</i>
EC6	Decision Quality - <i>Making good and timely decisions that keep the organisation moving forward.</i>
EC7	Strategic Mindset - <i>Seeing ahead to future possibilities and translating them into breakthrough strategies.</i>
EC8	Attracts Top Talent - <i>Attracting and selecting the best talent to meet current and future business needs.</i>

EC9	Drives Vision and Purpose - <i>Painting a compelling picture of the vision and strategy that motivates others to action.</i>
EC10	Manages Ambiguity - <i>Operating effectively, even when things are not certain or the way forward is not clear.</i>