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| ROLE PROFILE | |
| Job Title: | Head of Strategic Transport |
| Department: | Sustainable Communities, Regeneration and Economic Recovery |
| Division: | Planning and Sustainable Regeneration |

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| Reports to: | Director of Planning and Sustainable Regeneration | |
| Responsible for: | 9 members of staff with 6 direct reports. | |
| Role Purpose and Role Dimensions: | To act as the authority’s lead professional adviser on all matters related to transportation.  To represent the authority at a local, regional (London) and national level, including lobbying to achieve external funding for transportation schemes in Croydon and on behalf of the wider South London Partnership.  To develop and maintain a transport strategy for the borough.  To provide the lead expert professional transport advice on Council projects, major planning applications, rail, bus, tram extensions and all public and private transportation proposals related to Croydon and South London.  To undertake the transport development control function on behalf of the Council.  To prepare, submit and monitor the annual Local Implementation Plan (LIP).  To manage transport related projects to ensure they are delivered effectively and to budget, including monitoring progress and reporting to senior Councillors and managers.  To develop and promote proposals and use of sustainable transport solutions.  To develop collaboration and partnerships with planning, funding and delivery bodies. | |
| Commitment to Diversity: | To take individual and collective professional responsibility for championing the council's diversity agenda, proactively implementing initiatives which secure equality of access and outcomes. Commit to continual development of personal understanding of diversity. | |
| Key External Contacts: | * Local, regional and national government bodies, agencies and NGOs * Professional bodies * Other local authorities * Partner organisations * Statutory bodies * Members of the public and community groups * Trade unions * National and local press * Transport providers (Network Rail, Transport for London, Train Operating Companies) * Contractors / Suppliers | |
| Key Internal Contacts: | * Members * Chief Officers * Directors * Heads of Service * Other teams and senior departmental colleagues across the whole council; trade unions. |
| Financial Dimensions: | Will ensure correct administration of financial procedures for the designated service area including ad hoc support to other areas of Planning & Sustainable Regeneration. |
| Key Areas for Decision Making: | Development of transport related strategies, plans and policies.  Delivery of programmes and projects including identifying issues for escalation.  Financial management of programme and project budgets. |
| Other Considerations: | The list of duties in the role profile should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.  Your duties will be as set out in the above role profile but please note that the Council reserves the right to update your role profile, from time to time, to reflect changes in, or to, your job.  You will be consulted about any proposed changes. |

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| Is a satisfactory criminal record check required? | No | |
| Is the post politically restricted and the postholder prevented from having an active political role either in or outside work? [*Click here for guidance on political restriction*](http://intranet.croydon.net/staff/Handbook/Mod%203%20Chapt%209%20Politically%20Restricted%20Posts%20guidance.doc) | | Yes |

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| **Key Accountabilities and Result Areas:** | |
| **Service Delivery** | This will involve:  To ensure the creation, implementation and monitoring of a full strategic transportation strategy for Croydon including its strategic role within the infrastructure of the South London economy.  To lead the transportation elements of the Local Development Framework and other planning documents  To develop transport solutions that support high quality urban design and public realm.  To work closely with relevant teams, particularly highways, to ensure a fusion of good design and cost effective maintenance of transport schemes with a focus on quality of materials.  Setting out Council policy in regard to transportation and input into national and regional policy development and delivery.  Providing authoritative transportation advice on planning applications to Planning Committee and other Council bodies.  To effectively client manage the implementation of a wide range of complex and innovative strategic and environmental transport and transportation planning initiatives, programmes and schemes, working closely with the Capital Delivery Team.  To ensure responses are given to key transport policies.  To develop and promote proposals and use of Sustainable transport solutions including proposals for electric vehicles, car clubs, behavioural change, walking and cycling.  To advise on strategies for all aspects on public and lead transport planning, modelling and forecasting for the Council. |
| *Performance Management and Improvement* | This will involve:  Delivery of an effective and efficient service that meets the agreed service standards and key performance indicators.  Where appropriate make recommendations for service improvement. |
| *Manage own performance* | This will involve:  Manage time and own performance to assist with effective service delivery and personal development.  Ensure the achievement of personal objectives and performance targets. |
| *Flexible Working* | This will involve:  Actively support the implementation of new ways of working across the department and council (including self-service and digital working).  Adopt new work styles and new standards of best practice, including matrix working across boundaries to support the highest levels of service delivery possible.  Assist colleagues and provide cover to other areas of the service as and when required. |

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| **Green Commitment** | Ensuring both individual and teamwork meets the Council's Green Commitment Policy goals in reducing energy consumption and waste, increasing renewable energy use and recycling, contributing to a reduction in traffic congestion and using sustainable materials. |
| **Data Protection** | Being aware of the council’s responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.  Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements. |
| **Confidentiality** | Treating all information acquired through employment, both formally and informally, in confidence. There are strict rules and protocols defining employee access to and use of the council’s databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement. |
| **Equalities** | The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination. |
| **THINK Customer** | Demonstrating a commitment to and applying the council’s Customer Care Policy. |
| **Health and Safety** | Being responsible for own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment and report defects and hazards to management. Managers should carry out, monitor and review risk assessments, providing robust induction and training packages for new and transferring staff, to ensure they receive relevant H&S training, including refresher training, report all accidents in a timely manner on council accident forms, ensure H&S is a standing item in team meetings, liaise with trade union safety representatives about local safety matters and induct and monitor any visiting contractors etc, as appropriate. |
| **Contribute as an effective and collaborative team member** | This will involve:   * Participating in training to demonstrate competence. * Undertaking training as required for the role. * Championing the professional integrity of the service. |

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| **Person Specification** | |
| Job Title: | Head of Strategic Transport |
| **Essential knowledge:** | * Extensive and in depth understanding of Transportation policy, strategy and planning in an urban environment and the interconnectivity of transport services. * Understanding of bus, rail, tram and road network issues services and operations in an urban environment. * Understanding of the Planning Framework and Legislation particularly Local Development Frameworks and Master Planning * Understanding of the London wide transportation and agency bodies particularly Transport for London. * Understanding of the political structure for Councils and London wide bodies including TfL, GLA, LDA and the Mayor of London. * Understanding of bidding regimes at a local, regional and national and European level. * Sound understanding of the operation of a large and complex authority and the relevant statutory frameworks. * Understanding of the environmental and sustainability policies and strategies in the transport industry. * Understanding of transportation planning and modelling tools and techniques. * Understanding of business case assessments. * Understanding of traffic and transport engineering and design. * Understanding planning powers and consents requirements for transport. * Understanding of ‘smarter travel’ and ‘travel demand management’ techniques. |
| **Essential skills and abilities:** | * High level of communication skills to persuade and engage audiences and form positive relationships at all levels (internally and externally). * Ability to work in a collaborative way to transform service delivery including the ability to manage internal departmental relationships * Evidence of being a strong corporate player who will lead, motivate and inspire their teams and build a high performing culture. * Ability to work effectively across a range of service disciplines and with a range of people. * Management of internal professional staff and external consultants * Sound knowledge of project/programme management techniques and processes. * Commitment to the Council's core value and objectives. |
| **Essential experience:** | * Experience of establishing and implementing business planning processes and performance management systems to ensure appropriate and cost effective service delivery. * Demonstrable excellence in team management and service delivery in relation to the provision of customer orientated services that achieve successful outcomes. * Experience of working in partnership with a wide range of internal and external stakeholders / bodies including statutory bodies and organisations. * Experience of transportation planning and strategy in an urban environment * Experience of working with high level officers at an authority and regional body level * Experience of working with public service providers such as bus, train and tram. * Experience of bidding regimes for access to public funds from external bodies. * Understanding of cycling, pedestrian, taxi, parking and freight issues. * A professional or management qualification or educated to degree level or demonstrable equivalent experience. * Evidence of continuing professional development. |
| **Special conditions:** | None. |