

Western Gateway Sub-national Transport Body

Lead Officer Job Description

The Role

The Western Gateway's Lead Officer post will work alongside the Board to provide strategic leadership and direction to the organisation. Working closely with partners across the region, the post will shape the vision and evidence-base for investment in the region's infrastructure and play a leading role in presenting the strongest possible case for funding to government.

The post will work with partners across the region to raise the STB's profile, to position the Western Gateway strategically to respond and benefit from Government policy and funding, as well as influencing future policy direction; particularly in transport decarbonisation and championing the immediate investment priorities for our region.

The post will lead the delivery of our Strategic Transport Plan implementing policies for enhancing rail services, supporting the freight industry including a modal shift to rail and shipping, improving local and rural connectivity, decarbonising transport including alternative fuels for freight and a region wide electric vehicle charging network and taking forward our coach and cycling strategies. In addition, the post will ensure strong financial management and be accountable for ensuring the governance framework is fit for purpose.

The impact of the post's work will be visible in how it connects people and businesses across our region. Whether by road, rail, or active travel modes, transport unlocks economic growth and improves the lives of our residents. The post will have a high-profile role championing the Western Gateway region to a wider audience, harnessing new partnerships, and influencing policy through strategic thought-leadership.

The Person

We are seeking an experienced planning or transport professional that understands multimodal transport systems and a place-based approach to planning. Whether from a public or private sector background, the post will have sound technical knowledge and be able to work across a broad stakeholder group to effect change and coordinate plans and activities. Ideally the post will be well networked with local authorities, the Department for Transport, National Highways, Network Rail and other key stakeholders.

The post will understand the link between transport planning and land use planning and be able to drive the right balance with planning for a decarbonised future. The post's strategic background will enable the post to connect individuals and organisations and align them to our purpose.

Internally, the post will promote an open and transparent culture. The post will work collaboratively with colleagues and enjoy the variety of work that comes from working in an organisation like the Western Gateway STB.

Job Summary

Post Title: Lead Officer – Western Gateway Sub-national Transport Body

Pay Grade: £57,000 to £65,000 for 2.5 days a week

The West of England Combined Authority will act as the employer, on behalf of the Western Gateway Sub-national Transport Body.

Section 1: Job Purpose and Job Context

To provide leadership for the work of the Western Gateway Sub-national Transport Body (STB) and its team of supporting technical and professional officers. The Western Gateway is a strategic collaborative partnership between its members with secretarial support and accountable body being provided by the West of England Combined Authority. Membership of the Western Gateway stretches from Gloucestershire to Bristol, Bath, Wiltshire, Dorset and Bournemouth.

Section 2: Main Responsibilities and Duties

- To be the Lead Officer for the Western Gateway STB, providing strategic direction and leadership for the organisation.
- To be accountable for preparing and then delivering the Business Plan for the Western Gateway, working with partners across the region and within Government to secure agreement for the Business Plan
- To advise the elected Members that comprise the Western Gateway's Board on strategic issues that are of relevance as the Sub-national Transport Body, to secure agreement on the way forward and to be accountable for implementing agreed actions
- To oversee the preparation of the Western Gateway's Strategic Transport Plan, including the commissioning of technical pieces of work so as to form the regional evidence base upon which the Strategic Transport Plan is prepared
- To work with partners across the Western Gateway in order to ensure that the work of the STB is vision-led and evidence-based.
- To ensure that implementation of the Strategic Transport Plan is monitored, and where appropriate commission review(s) of the Plan in a timely manner
- To work with partners to ensure that Western Gateway STB provides timely advice to Government (through the Department for Transport) on priorities for investment in strategic infrastructure required to enable implementation of the Strategic Transport Plan

- To be accountable for ensuring that the governance framework for the Western Gateway is fit for purpose as the region’s Sub-national Transport Body
- To be accountable for identifying and managing strategic risks in so far as they relate to the Western Gateway’s function as the Sub-national Transport Body
- To be accountable for ensuring that the work of Western Gateway is conducted in accordance with the processes and requirements of its Accountable Body

Section 3: Values and Behaviours

We expect the post’s values and behaviours to reflect the values of the organisation:

Proud

Perform to your best every day
Cares about delivering the role and setting high standards
Upholds the reputation of the service and the wider Council

Ambitious

Ambitious to learn, develop and fulfil potential
Ambitious to do things better
Solution focused looking for suitable resolutions

Collaborative

Effectively engages with others sharing ideas and solutions
Able to look at things from different perspectives
Happy to work with others to achieve outcomes

Trustworthy

Accountable for actions
Behaves professionally and to professional standards
Quick to respond and show initiative

Section 4: Knowledge, Skills and Experience

The following criteria will be assessed from information provided by applicants on their application form, during the shortlisting and assessment process and from references.

Knowledge, Skills and Experience (Taken from role profile)	Job Specific Examples	Essential	Desirable
Significant strategic leadership and corporate management leadership	Working with elected Members to translate national and local drivers into strategic objectives to a sub-national area	√	
Comprehensive understanding of, and leadership on policy issues relating to strategic transport infrastructure planning	Understanding of the key strategic issues driving policy development at national and sub-national level	√	

Significant experience of building trust and positive relationships with senior	Direct and regular contact with the Political leaders of partner organisations	√	
Exceptional interpersonal and communication skills with a proven ability to maintain proactive relationships with a wide range of stakeholders at national, sub-national and local level.	This is a high-profile position, one that requires the Lead Officer to be able to adapt their inter-personal style and communication as circumstances require.	√	
Demonstrates behaviours that model the Western Gateway's values.	Success will be determined by meeting agreed targets and behaviours.	√	
Proven track record of providing strategic leadership and sustaining partnerships both internally and externally	Experience of working at a senior level – with accountability of organisational as well as technical activities	√	
Proven resilience and drive to hit goals in a challenging political and service environment.	Demands will continue to exceed resources requiring clear prioritisation and managing demands to resource limits.	√	
Significant experience of leading and managing a related service area in a large public sector organisation.	Operational management and financial control of a related service area.	√	
Significant experience of managing strategic policies and programmes, and managing internal and external stakeholders	Western Gateway requires the management of many stakeholders at the very highest level within Government and its agencies, the constituent authorities, LEPs, National Highways, Network Rail and other key stakeholders.	√	
Proven track record of stakeholder engagement.	Strong stakeholder engagement and ability to manage stakeholder expectations across a broad programme of activity including commercial suppliers.	√	
Proven track record of accountability for and success in delivering organisational development and change.	Programme management of strategic and complex change programmes with significant impact.	√	
Leadership ability with evidence of negotiating and influencing others. Proven ability to think innovatively and conceptually and deliver against this.	Strong influencing and negotiation skills with a proven track record. Western Gateway and transport options appraisal will not be following an existing model but will be innovative and bespoke to meet sub-national and local needs.	√	
Qualifications			
Educated to degree level or equivalent		√	
Post graduate qualification			√
Membership of relevant professional body			√
Other requirements			
Full driving license and access to a vehicle or able to travel extensively across the region by public transport		√	

The ability to converse at ease with partners and provide advice in accurate spoken English is essential for the post.		√	
--	--	---	--

This job summary is not intended to be exhaustive, and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder.

This job summary is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and ongoing discussions with the designated manager.