

## DRAFT ROLE PROFILE

<b>Job Title:</b>	Director, West Yorkshire Mass Transit Programme	<b>Job Code:</b>	Draft - tbc
<b>Department:</b>	Directors	<b>Version:</b>	
<b>Reports To:</b>	Managing Director	<b>Date Created:</b>	January 2022
<b>No. of direct reports:</b>	4-6	<b>Member of:</b>	Leadership Team
<b>No. in Directorate:</b>	TBC	<b>Grade:</b>	
		<b>Budget:</b>	£200m – with potential to be £1-c.3bn

<b>Is this a politically restricted Post?</b>	Yes/ <del>No</del> <i>(*if yes, see our policy on what this means)</i>
<b>Is this a Vetted Post?</b>	Yes/ <del>No</del> Level: NPPV L2 (abbreviated)

## ORGANISATIONAL CONTEXT

### Our Vision as an organisation is:

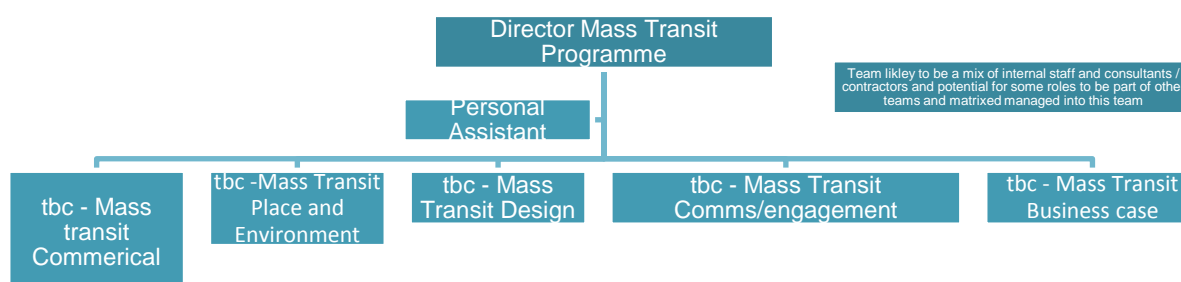
To be a globally recognised economy where good growth delivers high levels of prosperity, jobs and quality of life for everyone.

### To achieve this we will:

Secure the means to deliver projects and services needed for growth in West Yorkshire, be its voice nationally and internationally, and build the partnerships to ensure the best economic outcomes.

### Our directorate contributes to this by:

Developing and implementing the Mass Transit Programme for West Yorkshire



## Job Overview:

- Lead and manage the West Yorkshire Mass Transit Programme, responsible for defining and developing the programme for the region and its successful progression. Ensuring that it meets the needs of future customers, taxpayers, funders and other stakeholders in accordance with the organisation's overall strategy.
- Ensure the programme supports the achievement of the organisation's objectives, including the cross-cutting aims of clean and inclusive growth.

- Lead the programme from concept through to delivery, securing the necessary powers and funding, in partnership with Partners.

- © Deliver effective functional strategies, programmes and systems to ensure the delivery of the vision and business plan for mass transit.
- © Provide broad organisational leadership, working cohesively with other Directors to ensure teams work across organisational boundaries for the achievement of shared objectives.
- © Operate as part of a cohesive senior leadership team for the Combined Authority to inspire, lead and set the standards for the organisation.
- © Be a visible, proactive leader for the organisation and region both internally and externally, shaping policy and influencing, developing and motivating the team and stakeholders.

## CRITICAL SUCCESS FACTORS

*We break each job down to explain the critical areas for success, ranked by importance. These indicate the end result or outputs for which the role holder is responsible.*

### People Management:

- © Integrate the work of the function to the wider organisation and develop policies to support the achievement of the Combined Authority's objectives for mass transit.
- © Provide clear direction to your teams, via your direct reports, developing, motivating and rewarding them appropriately in line with our values and behaviours.
- © Create and demonstrate a strong performance management culture, ensuring that people are accountable for the delivery of results.
- © Create the right working environment for your teams, with a solid ethic of achievement of our vision, utilising the Combined Authority's policies and procedures.
- © Ensure appropriate communication channels are in place and effective between you and your direct reports.

### Technical Duties:

- Lead the development of the mass transit programme from concept through to delivery, on behalf of the Mayor, Combined Authority and the LEP, working with other Directors as appropriate.
- Be accountable for the team designing a deliverable, value for money, and integrated mass transit solutions, across a range possible technology options including Bus Rapid Transit, Light Rail, Ultra-Light Rail and Tram-Train, drawing on national and international best practice.
- Ensure that mass transit integrates into the planning and operation across other modes
- Lead an effective governance model to oversee the programme and to ensure it can make appropriate and timely decisions, with Members and Partners.
- Be accountable for effective public and stakeholder engagement for the programme
- Lead engagement with national government on securing approvals, including planning and funding for the programme.
- Accountable for ensuring that the programme delivers to time, budget and quality.
- Lead and direct the programme including developing team structures that evolve as the work requires, commercial and procurement options, information management, approvals processes, risk and financial management arrangements and ensuring quality control through programme delivery.

- Ensure mass transit fits in a unified and consistent plan for projects in the Combined Authority including transport and economic schemes to maximise benefits and minimise impacts such as disruption.
- Lead and support colleagues in driving the cultural change needed to embed EDI, Inclusive Growth and carbon reduction across the programme.
- Build and develop strong working relationships with private and public sector stakeholders
- Responsible for ensuring all relevant guidance and standards are met through the project lifecycle and effectively championed and implemented across the Directorate

- © Accountable for developing and delivering on KPIs and business plan for the directorate, linked to the organisation’s vision and business plan, including ensuring that outputs are on time, to budget and of high quality. Advise or take remedial action where necessary.
- © Ensure your function has the right procedures in place to achieve your strategic objectives, developing and amending processes as required.
- © Forward plan the workload of the function, thinking through potential contributions, identifying appropriate solutions and acting accordingly.
- © Lead by example on health & safety matters, ensuring compliance with the Combined Authority’s health and safety policy.

### Financial:

- Lead the approach to identifying and securing funding sources and developing proposals and business cases for the development and delivery of the mass transit programme.
- Lead negotiations with developers and others to secure funding

- © Accountable, with other members of the leadership team, for taking a strategic overview of the organisation’s finances and ensuring that these are well controlled.
- © Direct the organisation’s resources to secure and manage funding streams that fit with the organisation’s vision and business plan.

### Impact & Influence:

- Lead and direct the engagement of the public, businesses and stakeholders in the development and implementation of the programmes.
- Develop strong relationships at senior levels with partner local authorities and external partners.

- © Form and maintain effective senior level working relationships with Members, Government, Local Authorities and partner organisations.
- © Use highly developed communication skills to lead, influence and challenge to ensure that the best interests of the Combined Authority are represented.
- © Manage communication challenges effectively in a dynamic and politically pressured environment.

The above lists of accountabilities are not exhaustive. The role holder will be required to undertake such tasks as may reasonably be expected commensurate with the scope and grading of the role.

## THE PERSON

*To be fully successful in the role, we believe the following knowledge, skills and experience are required.*

*When recruiting, we are looking for the best candidate match to this, however we know that there are some elements that can be trained and this will be taken into account during the recruitment process.*

### Knowledge:

- Ⓞ Experience in the leadership, development and delivery of mass transit programmes
- Ⓞ Educated or experienced to master degree/ postgraduate professional qualification level.
- Ⓞ Strong understanding of the national, regional and local policy landscape covering both transport and economic growth.

- Experience of working in a high level political environment, including influencing funding decisions.
- Highly developed communication skills, with strong writing fluency and experience of managing complex relationships.

### People:

- Ⓞ Experience of managing large complex and multi-disciplinary teams including performance management and delivery of results against targets.
- Ⓞ Experience of leading, inspiring and engaging people towards the achievement of strategic business objectives.
- Ⓞ Experience of engendering a culture that drives the achievement of strategic business objectives.
- Ⓞ Actively work to achieve our goals of a diverse and inclusive organisation.

- Substantial demonstrable experience of managing high end relationships with multiple stakeholders at a senior level, demonstrating gravitas, drive, passion and determination.
- Highly developed communication skills with the proven ability to strongly lead, influence and challenge.
- Experience of working with senior political leaders, nationally and regionally.
- Experience of working in a public - private sector partnership context, within a local government environment.

### Technical:

- Ⓞ Strong negotiation skills.
- Ⓞ Highly developed communication skills with the proven ability to strongly lead, influence and challenge.

- Proven record of developing and overseeing mass transit programmes
- Excellent experience of designing and managing complex programmes at a city-scale
- Proven track record of leading and delivering complex commercial and procurement strategies

### Financial:

- © Demonstrable experience of successfully managing large scale budgets.
- © Experience identifying and acquiring appropriate funding streams.

- Comprehensive experience of leading funding negotiations

### Impact & Influence:

- © Comprehensive experience of leading, negotiating and influencing stakeholders.
- © Experienced in forming effective senior level working relationships with Members, Government and partner organisations.
- © Comprehensive experience of providing leadership in a complex public-private sector partnership context.

- Highly experienced in managing challenges in a fast paced and highly pressurised environment.
- Excellent presentational (written and verbal) skills, with the ability to present complex issues with clarity and provide appropriate solutions to issues and problems.
- Strong negotiation skills

## OUR VALUES & BEHAVIOURS

**Championing Our Region | Working Intelligently | Easy to Do Business With |  
Positive About Change | Working Together**

These are our values. We shaped them together and we're proud of them.

We also created a set of behaviours for each of our values. Our behaviours provide us with a way of working and they are our minimum expectations of everyone here.