

# Role Profile



## Strategic Transport Planner – Rail North Ltd

**Job Family:** Strategy and Policy Job Family

**Grade:** 4 Upper

**Contract:** 2 Year Fixed Term

**Reports to:** Programme Manager

**Location:** Leeds based, with regular requirement to attend meeting in York, Manchester and London



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## Role Purpose:

Support the development of rail related strategy and policy, in line with the Strategic Transport Plan.

You will be expected to provide impactful strategic and policy input by developing and maintaining close links with partners and stakeholders to ensure Rail North Ltd is reflected in an integrated approach to the Strategic Transport Plan and business cases to internal and external standards.

### 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.	Business Case Development	<ul style="list-style-type: none"> <li>Support the development of business cases and funding proposals, leading less experienced colleagues, ensuring work meets required TfN standards and those set by HMT.</li> </ul>
2.	Policy and Process Development	<ul style="list-style-type: none"> <li>Act as a policy lead for Rail North Ltd, assessing and evaluating relevant processes in order to identify opportunities for improvement.</li> <li>Reflect the rail associated policy area across various programmes in order to meet the requirements of the Strategic Transport Plan and deliver appropriate solutions.</li> </ul>
3.	Stakeholder Management	<ul style="list-style-type: none"> <li>Develop and maintain relationships with key stakeholders by being focal point of contact, both internally and externally, in order to ensure the successful delivery of the relevant strategy/policy.</li> </ul>
5.	Project Management	<ul style="list-style-type: none"> <li>Own a number of small to medium scale projects or a large complex project and utilise a project management framework in order to identify, assess and take action to mitigate risks to project success.</li> </ul>
6.	Data Collection and Analysis	<ul style="list-style-type: none"> <li>Research primary data sources, select relevant information, analyse key themes and trends and make recommendations to inform specific, specialised strategy and policy development.</li> </ul>
7.	Advice and Information	<ul style="list-style-type: none"> <li>Own the production and appraisal of business cases and project proposals to internal/external standards, focused on rail strategy/policy to build the case for investment.</li> <li>Produce timely and informed advice and briefings to Board Members and Senior Management.</li> </ul>

8.	Financial Management	<ul style="list-style-type: none"> <li>Where appropriate carry responsibility for a specific budget, fulfilling financial management requirements and ensuring the effective use of financial resources within budget.</li> </ul>
9.	Risk Management and Compliance	<ul style="list-style-type: none"> <li>Articulate required changes to policies and procedures, to ensure they are up-to-date and reflect the required frameworks and guidelines.</li> </ul>
<b>Additional Key Deliverables</b>		
1.	Negotiate and agree a new process for developing and implementing Line Speed Increase schemes	<ul style="list-style-type: none"> <li>Oversee the creation of an entirely restructured process for the development (GRIP stages 1 – 4) of Line Speed Increase (LSI).</li> <li>Secure Network Rail (NWR) input into the design of the new LSI process.</li> <li>Liaise with NWR and secure any formal approvals required for the new LSI process.</li> </ul>
2.	Oversee a pilot LSI scheme using the new process	<ul style="list-style-type: none"> <li>Secure NWR agreement to pilot the new LSI process on a route in the North of England</li> <li>Secure funding for both the development and implementation of the pilot scheme.</li> <li>Manage Rail North's Client Role for the pilot scheme.</li> </ul>
3.	Assess the benefits of a comprehensive North of England programme of LSI schemes	<ul style="list-style-type: none"> <li>Secure Railsys modelling of the best unconstrained journey times potentially achievable for the rolling stock operated by Northern and TPE on all routes in the north of England.</li> <li>Assess the operating scope for each Rail North route to include: <ul style="list-style-type: none"> <li>the frequency of services specified in the Northern and TPE Franchise Agreements;</li> <li>any enhanced frequency of service required by the Rail North/TfN Long-Term Rail Strategy</li> <li>with less rolling stock/train crew diagrams, and the potential cost savings issues that might thereby be secured</li> <li>Assess the scope for further Journey Time and cost savings for using different rolling stock, and establish the optimum combination of rolling stock and infrastructure interventions for each Rail North route.</li> </ul> </li> </ul>
4.	Develop a programme for comprehensively implementing	<ul style="list-style-type: none"> <li>Lead negotiations with NWR as to the most cost-effective ways of implementing a comprehensive programme across the whole of the Rail North network</li> <li>Establish the sequencing of routes within a comprehensive programme</li> <li>Using the emerging TfN appraisal framework and Strategic Development Corridor business</li> </ul>

		<p>cases, develop business case(s) for individual lines and/or groups of lines.</p> <ul style="list-style-type: none"> <li>• Seek submission through the TfN and Rail industry processes of a comprehensive programme and individual lines within that programme into the rail enhancements pipeline</li> </ul>
<b>5.</b>	Manage delivery implementation of a North of England Journey Time programme	<ul style="list-style-type: none"> <li>• Manage Rail North's Client Role for the North of England Journey Time programme and individual elements thereof.</li> </ul>
<div> <div> <b>Compulsory Outputs (COs)</b>  <i>What must be achieved for the post-holder to be successful in the role</i> </div> <div> <b>Key Actions</b>  <i>How the COs will be achieved – the activities required</i> </div> </div>		
<b>1.</b>	Ensure you comply with all applicable organisational legislation and policy:	<ul style="list-style-type: none"> <li>• TfN Safety Management System.</li> <li>• Dignity at Work policy.</li> <li>• GDPR and Freedom of Information.</li> <li>• Risk management.</li> <li>• TfN policies and procedures.</li> <li>• Equality and diversity legislation</li> <li>• TfN Vision, Values and behaviors</li> <li>• Freedom of Information and Data Protection legislation</li> </ul>
<b>2.</b>	Any other reasonable duties as required from time to time	<p>The post holder is expected to:</p> <ul style="list-style-type: none"> <li>• Conduct themselves in a professional manner and with due courtesy at all times.</li> <li>• Be flexible within the workplace and adapt to meet the requirements of an evolving organisation.</li> </ul>
<b>Key Interdependencies:</b>		
<b>Key Contacts</b>		<ul style="list-style-type: none"> <li>• Department for Transport</li> <li>• National Agencies including HS2 Ltd, Network Rail, Highways England and ORR</li> <li>• TfN's Boards &amp; Committees</li> <li>• Officers &amp; Members of the various Combined Authorities, PTE's and Local Authorities across the North of England</li> <li>• TfN's directors and senior managers</li> <li>• Rail North Director and Rail North Partnership Director</li> <li>• Information Commissioner &amp; Information Office</li> </ul>
<b>Direct Reports</b>		None
<b>Budgetary Responsibility</b>		None

# Person Specification

Qualifications, knowledge, skills and experience required at selection stage:

## EQ Qualifications

<b>EQ1</b>	Degree or equivalent experience in relevant subject.
<b>EQ2</b>	Proven technical experience within a relevant area of specialism, track record of delivering services across the whole organisation, and a relevant professional qualification.

## ES Skills, Knowledge and Experience

<b>ES1</b>	Considerable experience of working in transport strategy and policy with a specialism in a rail associated discipline.
<b>ES2</b>	Considerable experience analysing information and evidence, and making difficult decisions and recommendations.
<b>ES3</b>	Experience of building strong and productive relationships with senior people both internally and with external partners.
<b>ES4</b>	Strong experience of planning and organising own work and the work of others (internal or external) over the medium term.
<b>ES5</b>	Good communication skills with the ability to persuade, influence and adapt communication style to different situations and individuals.
<b>ES6</b>	Experience of managing budgets where appropriate, and undertaking accurate monthly project and programme reporting.
<b>ES8</b>	Requires proven experience of leading the development of transport policies and supporting business case development.
<b>ES9</b>	Influences others to achieve required policy outcomes and ensure robust strategy/business case development.
<b>ES10</b>	Assumes developmental responsibility for other policy specialists.

## EC Essential Behaviour Competencies

<b>EC1</b>	<b>Cultivates Innovation</b> - <i>Creates new and better ways for the organisation to be successful.</i>
<b>EC2</b>	<b>Ensure Accountability</b> - <i>Holds self and others accountable to achieve results, even under challenging circumstances.</i>
<b>EC3</b>	<b>Collaborates</b> - <i>Building partnerships and working collaboratively with others to meet shared objectives.</i>
<b>EC4</b>	<b>Instils Trust</b> - <i>Gaining the confidence and trust of others through honesty, integrity and authenticity.</i>
<b>EC5</b>	<b>Financial Acumen</b> - <i>Interpreting and applying understanding of key financial indicators to make better business decisions.</i>
<b>EC6</b>	<b>Manages Complexity</b> - <i>Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems.</i>
<b>EC7</b>	<b>Action Orientated</b> - <i>Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.</i>
<b>EC8</b>	<b>Values Differences</b> - <i>Recognising the value that different perspectives and cultures bring to an organisation.</i>
<b>EC9</b>	<b>Communicates Effectively</b> - <i>Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.</i>
<b>EC9</b>	<b>Self-development</b> - <i>Actively seeking new ways to grow and be challenged using both formal and informal development channels.</i>