



CAMBRIDGESHIRE
& PETERBOROUGH
COMBINED AUTHORITY

Job Description/Person Specification

Role	Transport Strategy and Policy Manager (S&PM)
Reports to	Assistant Director, Transport

Context

The Cambridgeshire & Peterborough Combined Authority was established as a Mayoral Combined Authority to make life better, healthier, and fairer for all.

As the authority revises its focus to 2025, much of the original purpose and ambition remains, with increased attention to address post-pandemic areas of deficit and more recent impact of climate, energy, and cost of living crises.

This strategy signals a transition from the original devolution and broad ambition of the Combined Authority to a more focused strategic ambition and defined priority areas enabling a prosperous Cambridgeshire and Peterborough region; one that is more equitable, more environmentally sustainable, and securing good growth for its residents and businesses.

Job Purpose

The Cambridgeshire and Peterborough Combined Authority is looking to appoint a high calibre Transport Strategy and Policy Manager.

The successful candidate will be responsible for overseeing the development and delivery of the CPCA's transport vision and objectives, performing a strategic client function. The Transport Strategy and Policy Manager will work as part of the Transport Team, reporting to the Assistant Director, Transport. Key projects currently under development within the area are the Local Transport and Connectivity Plan, implementation of regional, modal and areas strategies, responding to key consultations and the creation of the data and monitoring framework.

You will play a central role in developing transport policies and programmes that support the delivery of the Combined Authority's LTCP, the recommendations of the Independent Commission on Climate and other economic and environmental strategies. You will lead the preparation, development and implementation of our next Local Transport and Connectivity Plan and all aspects of transport planning including policy development, bidding for funding, commissioning projects, scheme delivery, communications and monitoring and evaluation activities. The position will require stakeholder management skills to engage with internal and external stakeholders to help deliver on a wide range of Combined Authority plans and partner transport related objectives.



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Key Responsibilities

- Provide leadership and oversight of policy and strategy development and implementation, in line with the Authority's wider objectives and aspirations.
- Engage with private sector to look for synergies in ways to improve public transport in the area. The post will support the transport team's work to prepare a Bus Strategy, BSIP and Franchising Business Case.
- Drive high quality project planning discipline and outcomes across projects ensuring individual phase/workstream plans are synchronised into an integrated programme level plan
- Work closely with the project team and workstream managers to manage risks and issues, ensuring project level risks, issues and dependencies are escalated to programme level where appropriate
- Ensure cross project dependencies are co-ordinated, managed and visible.
- Drive activity progress and completion across workstreams and phases to ensure key milestones are met on time and within budget
- Lead and manage effective stakeholder engagement
- Lead appropriate communication and reporting to ensure alignment, mitigation management and progress across teams and stakeholders
- Proactively support the political governance of the Authority through member engagement, briefings and reporting
- Ensure compliance with the Authority's monitoring and evaluation framework. Develop the transport data needs and make sure to liaise with other Programme Managers to help them with the provision of modelling and data sources.
- Work collaboratively across the Authority's teams to ensure co-ordinated and coherent delivery
- Delivering continuous improvement and high-quality governance across the project, in particular ensuring that the Project Board functions smoothly and effectively.
- Act as an ambassador for the Authority, promoting the interests of the sub-region in local, regional and national forums and raising the profile and reputation of the Authority
- Undertake other duties as may, from time to time, be allocated commensurate with the seniority and qualifications of the post

Partnerships

Work in partnership with directors, delivery partners and national and local public-sector organisations to coordinate delivery of the CA's portfolio of programmes/priorities including:

- Partner organisations – the constituent local authorities and the Greater Cambridgeshire Partnership
- National Government and Institutions – developing productive relationships that work for the region with national agencies and departments including the Department for Levelling Up, Housing and Communities, Treasury, Department for Transport, Network Rail and National Highways
- Local Public Service Organisations – including Sub National Transport Bodies, Local Authorities, Health, Police, Fire, Universities and Colleges within the area, managing partnerships supported by a shared strategic agenda.



- Private sector organisations: public transport operators, community service and educational transport operators, passenger organisations, health sector and NGOs.

Person Specification

Leadership Behaviours

- Expansive, creative thinker – thinks outside ‘tried and tested’ models or approaches
- Exceptional communicator and relationship-builder that generates confidence in colleagues, members and senior business stakeholders
- Acutely political aware – able to assimilate and navigate political contexts with skill
- Highly adaptable - to changing circumstances and demands
- Collaborative – works productively with peers, team and others
- Motivated – driven by personal and organisational achievement
- Tenacious, adaptable and focussed individual with board level presence able to deliver under pressure
- Influential – to be able to negotiate and influence external stakeholder decisions in benefit of the Combined Authority’s objectives

Qualifications and Knowledge

- Deep and detailed knowledge of principles and practice in the field of transport planning policy.
- Experience in transport planning or public transport is essential for the role. The candidate should demonstrate a deep understanding of how transport systems work.
- Excellent programme management and strong organisational skills are fundamental, as is the ability to liaise with people at all levels of the organisation. Excellent communication skills and an ability to lead negotiations on complex and complicated operational matters, including the exercise of initiative and discretion to resolve problems efficiently and effectively.
- Significant experience of programme delivery/assurance.
- Ability to manage a range of programme/projects types and complex business initiatives/programmes.
- Successful track record of managing and delivering programmes which cross organization and service boundaries.
- Strong knowledge of programme delivery and assurance including resource management, risk management, budget management and reporting at all organisational levels.
- Strong knowledge of effective outcome-based programme reporting.
- Good understanding of performance management frameworks and tools in the delivery of business objectives.
- Degree level or equivalent standard of general education.
- Experience in local authorities’ environment is valuable.
- Communication skills and IT knowledgeable (basic modelling understanding, real time passenger information needs, data needs).
- Professional qualifications, such as IEng, CEng, TPP, APM, CILT, CIHT, TPS are highly desirable.



Experience

- Extensive experience in policy and transportation sector covering areas such as:
 - Transport policy, business case development and strategic transport planning,
 - Public consultation and statutory consent processes
 - Transport network development
 - Data needs for successful policy and transport strategy monitoring and evaluation
 - Understanding of different public transport systems (rural, interurban, urban)
 - Understanding of other transport policy areas such as logistics and freight, tourism, air and rail transportation, environmental and sustainable transport, land use and transport planning, Mobility as a Service, community, health and educational transport, economic development
- Experience of managing projects involving cross functional roles, external advisory and delivery support from other organisations and consultancy services
- Successful track record at management level within an organization of comparable scope and complexity
- Experience in negotiation and mediation, lobbying and policy engagement
- Experience in public transport private sector: understanding of the market and main stakeholders. Previous working relationships with stakeholders will be valued.
- Understanding of technical requirements and standards for public transport fleets.

Working Arrangements

This position is a full-time role of 37 hours per week; however part-time (flexible) working arrangements will be consider during the secondment until 31st March 2024. Although the role is based on hybrid working, so is a combination of office and work based. The team operates flexibly across the region. A willingness to travel and a UK/EEC driving licence are essential. All candidates must eligible to work within the UK.