

JOB DESCRIPTION

Job Title	Principal Transport Analyst
Salary Band	£ 51,479 - £ 54,491 (SCP 41-43)
Reporting To	Lead Transport Economist
Political Restriction	Tbc

1. Primary Purpose of the Post

To work on data, analysis, modelling and economic analysis of transport projects. Management and technical input to projects incorporating transport data, analysis, modelling and economics, including transport business cases. Development of projects from initial scoping to implementation to communication of findings, working as part of a team and on your own initiative.

Work with LCRCA models, either managing projects run by external consultants such as the Liverpool City Region Transport Model (LCRTM) or using in-house models such as the Urban Dynamic Model (UDM) and Liverpool City Region Walk Cycle Model (LWCM). To review and advise on the scope and outputs of transport modelling and transport business cases. To communicate and present data and study findings in a clear and digestible format in order to support effective decisions.

2. Key Role Specific Responsibilities

- Providing technical input, developing briefs and management of transport data, analysis, modelling and economic appraisal projects.
- Keeping up-to-date with latest technologies and programmes for data collection, analysis, modelling and presentation, including interpreting and communicating latest government guidance and liaison with other regional bodies.
- Communicating and presenting data and the key messages from data in a clear and digestible format to colleagues and other key senior stakeholders.
- Monitoring the external environment for relevant data updates and primary research data relevant to the Liverpool City Region.
- Supporting assessment of the economic, social, environmental and other products of projects under consideration (mostly led by third party experts).
- Reviewing and feeding back into third party appraisal work as it is produced, and helping the CA understand the implications of the appraisers' assumptions and results.
- Performing transport analysis and economic appraisal in house when it is feasible to do so.
- Supporting impact assessment, modelling and scenario testing of pipeline projects.
- Analysing and interpreting a range of publicly available, open source and new data sets. Establishing an evidence base for devolved policy, typically linked to transport.
- Managing documents, reports, key correspondence and other materials related to projects under consideration.
- Providing technical guidance on Green Book/WebTAG methodology and setting proportionality on a project by project basis.
- Other tasks identified by the project leader.
- Supporting the procurement, selection and contracting of third party contractors at the project level.

- Manage projects and relationships, initiating and agreeing work, managing changing needs and expectations, and ensuring delivery to agreed deadlines.
- To identify opportunities to improve the team's operations, strategy and outcomes.
- To train and help develop team members.
- To identify opportunities for self-development.

3. General Management and Corporate Responsibilities

- To support the implementation of the City Region's Devolution agreement and wider strategic priorities.
- To support the development of effective city region and cross-portfolio collaboration.
- To represent and promote the work of the LCRCA and the wider LCR, locally, regionally and nationally.
- Support the scrutiny process established by the LCRCA.
- To support the Senior Leadership Team to embed a culture that places customers first, adopts a can-do approach and focuses on communities and working locally.
- To contribute to the corporate management of the strategic risks facing the LCRCA.
- Promote understanding of and adherence to the Combined Authority's core values by modelling appropriate behaviours and encouraging others to do likewise.
- Promote and encourage continued improvement in service quality and efficiency.
- To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills so as to improve effectiveness and efficiency of service delivery.
- To support the achievement of corporate efficiency targets and initiatives.
- Support the Combined Authority's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken.
- Create a positive learning and working environment through delegation, mentoring and coaching of staff and through the identification of training and development needs

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

PERSON SPECIFICATION

SERVICE AREA: Liverpool City Region Combined Authority
Policy, Strategy and Government Relations
Directorate

JOB TITLE: Principal Transport Analyst

GRADE: £ 51,479 - £ 54,491

Note to Applicants. Essential criteria are marked with * . All other criteria are desirable.

CRITERIA	KNOWLEDGE AND SKILLS	ASSESSMENT METHOD
Qualifications and Training	<ol style="list-style-type: none"> 1. A subject relevant degree or equivalent*. 2. Evidence and commitment to continuous personal and professional development. 	<p>A</p> <p>A</p>
Experience	<ol style="list-style-type: none"> 3. Experience of analysing and interpreting transport data, modelling and economic appraisal outputs. * 4. Experience of conducting or advising on economic appraisal.* 5. Experience of using or interpreting results from industry standard transport modelling and economic appraisal packages would be beneficial e.g. CUBE, SATURN, TUBA 6. Experience of developing technical specifications for transport model development and application. 7. Experience of managing transport projects. 8. Experience of DfT's Transport Analysis Guidance (TAG) or HM Treasury's Green Book.* 9. Experience of communicating and presenting data, and the key messages from that data, in a clear and digestible format to colleagues and stakeholders. * 10. Experience of operating effectively and collaboratively as part of a team.* 11. Experience of having effective working relationships with a wide range of stakeholders. 	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>
Attributes	<ol style="list-style-type: none"> 12. Good written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way.* 13. Ability to meet challenging deadlines and manage and deliver on concurrent workstreams. 14. Conscientious, with attention to detail. 	<p>A, I</p> <p>A, I</p> <p>A, I</p>
Skills/Abilities	<ol style="list-style-type: none"> 15. A commitment to providing a high quality customer service and ensuring service standards are met. 16. Ability to request, analyse and interpret complex information.* 	<p>A, I</p> <p>A, I</p>

	17. Ability to establish priorities and communicate pressing issues to team members and clients.* 18. Ability to synthesise information to generate clear reports and actionable summaries	A, I A, I
Commitment	19. An understanding of and a personal commitment to the Vision and Aims of Liverpool City Region Combined Authority. 20. A commitment to providing a high quality customer service and ensuring service standards are met. 21. Commitment to and understanding of equal opportunities.	A, I A, I A, I
Other	22. Knowledge of the key issues facing the City Region. 23. Flexible approach to working hours and willingness to work flexibly as and when required. 24. Ability to attend meetings inside and outside the city region.	A, I A, I A, I

Key to Assessment Methods:

I - Interview P - Presentation A - Application E - Exercise T - Test AC - Assessment