ROLE DESCRIPTION

Job Title	Transport Planning Manager
Service Area	Network Performance
Salary Band	SCP 41-43
Reporting to	Head of Network Performance
Responsible for	Transport Planning Team
Political Restriction	This post is not politically restricted

1. Primary Purpose of the Post

Based in the Place Directorate, the role will lead the Transport Planning Team within Network Performance and coordinate the initial identification and evaluation of the likely impact upon the City Region's Operational Public Transport Network and the likely requirements that would be placed upon the operation of the City Region's Operational Public Transport Networks

- To lead the Transport Planning Team on the control and subsequent reaction to, changes to the operation of the transport network to ensure compliance with timetables and minimise disruption to customers.
- To have oversight and lead on the working of the Transport network across the City Region during major events – both planed and unplanned.
- Proposed Regeneration Schemes or other Strategic Land Use Related Planning Projects
- Proposed Land Use Developments being brought forward via the Local Planning System and / or associated processes, that are of any scale that will a require an action or response by the Public Transport Network.
- Proposed Significant Highway Schemes (New Development or Maintenance) that may impact upon the operational Public Transport Network.
- Planned Public Events (Regular and Exceptional) of any scale, that may impact upon the Public Transport Network.

The post will also be required to work closely with other operational departments within the Place Directorate, in liaison with other relevant areas of the LCRCA in the framing of a response plan to the above identified initiatives.

This will involve direct negotiations with external parties and organisations promoting or developing the any of the relevant initiatives.

The post will additionally be required to coordinate the interests and requirements of the operational transport departments with any and all other relevant departments within the LCRCA, in respect of identified projects, developments and schemes.

The role will then additionally be required to support operational departments in the execution of the response/s to the relevant land use developments; regeneration projects; highway schemes; and public events.

This will include ensuring that planning, legal or other agreements that may ned to be put in place in respect of schemes, developments and projects are met and delivered.

The post will also be required to play a key role in responding to any unplanned events and developments that regularly occur, as a member of the LCRCA Resilience Team, these may include major road traffic incidents, infrastructure failures, political protests, public marches, demonstrations or other spontaneous actions that have an impact upon the Public Transport Network.

Based upon the above areas of work, the post will be required to make appropriate inputs into the short, medium and long term operational and strategic planning processes for the LCRCA Transport Networks, and associated areas of the Authority, such as housing, economic development, employment generation, infrastructure development and maintenance, etc.

2. Your responsibilities

Operational Responsibilities

This post has a number of vital operational responsibilities which include making major contributions to the safety and efficiency of the LCRCA transport networks in the medium and longer terms.

However, the post must also effectively lead the LCRCA's short term response to significant proposals and events, to ensure that the LCRCA's transport networks continue to operate in a safe and efficient manner.

- Lead the Transport Planning team in ensuring the network is robust and well maintained form a scheduling position to be able to cope with issues on the network. Have complete oversight of the transport planning for major events across the Liverpool City Region.

- Monitor the preparation, submission and progression of land use development proposals via pre-application discussions, contacts and requests for advice from local authorities, developers / developer's agents, and via the operation of the local planning systems.

- Monitor and respond to proposals for regeneration projects and significant highway schemes in so far as they may impact upon the operation of the LCRCA public transport networks and the Mersey Tunnels.

- Provide initial advice to Event Organisers and Promoters on the likely requirements and / or limitations of their proposed events, in respect of the LCRCA's public transport network.

- Monitor and respond to proposals for public events of any scale, in so far as they may impact upon the operation of the LCRCA public transport network. This will include being the LCRCA's representative in respect of operational transport matters on all relevant event related bodies, such the Local Authority Safety Advisory Groups, Event Joint Agency Groups, Ground Safety Advisory Groups, Major Event Planning Forums, etc.

Engage with all relevant bodies and organisations in respect of the formulation of plans for the above proposals offering appropriate advice to all parties and provide the relevant parties with suitable position statements on behalf of the LCRCA, in respect of the public transport network.

This engagement may be initiated by a range of local organisations, including local planning authorities, local authority highway teams, local authority regeneration teams, private developers or public bodies seeking to promote land use developments or wider projects covering an agglomeration of developments. This is not an exclusive list and as such the post holder will need to be responsive and adaptive to approaches from a combination of the above or other similar requests. Much of this engagement will be highly confidential, commercially or security sensitive, and in numerous instances will be subject to formal, legal confidentiality agreements.

As a member of the LCRCA's Resilience Team the post holder must be capable of

- Leading the organisations contribution to muti-agency planning processes and meetings, in respect of operational transport matters;
- Fulfilling the role of being the LCRCA's representative at Multi Agency Meetings and Operations, up to and including Tactical Advisory Group level.

Strategic Responsibilities

- The post holder will be required to lead strategically, using both specialist knowledge and understanding of the wider contextual awareness, to set precedents of the LCRCA's response via action and responses to projects, development and events.
- To contribute to the efficient delivery of policies and strategies via the input of knowledge and experience gained via the implementation of action and delivery of operational transport initiatives.
- Support accessibility and inclusion initiatives, ensuring that services, regeneration and highway projects, land use developments and events include transport provisions that accommodate the needs of all members of the community.
- Support and frame the development of bus franchising programme

- Lead analysis of key transport impacts, outcomes and performance arising from the implementation of developments, projects and events and provide appropriate feedback for future planning at the strategic level, including transport input into the SDS.

Partnership Responsibilities

- Collaborate with all relevant key stakeholders (internal and external) on projects and initiatives. As such this post holder will be responsible for close and flexible collaboration with a wide range of partners often on high value projects with extensive social and economic responsibilities.
- Maintain close and regular liaison with all relevant transport operators and authorities as well as local planning and highway authorities.
- Oversee third-party partnerships to ensure compliance with contracts and adherence to service level agreements.
- Work with all key internal and external stakeholders to ensure the LCRCA retains high levels of sustainable transport planning and delivery and remains at the forefront of accessible transport delivery and planning across the authority.

Innovation and Change Responsibilities

- To drive forward the use of more sustainable transport modes in all new developments to ensure the move towards Carbon Zero is achieved.
- To ensure all major new economic and social initiatives in the form of physical developments and temporary events integrate appropriately the with the LCRCA transport networks.
- Drive continuous improvement by identifying and implementing opportunities to improve new technologies and initiatives into the transport networks at the operational and practical level, with stakeholders and partners as well as LCRCA Departments.

3. General Corporate Responsibilities

- To support the implementation of the City Region's Devolution agreement and wider strategic priorities.
- To deploy effective leadership and management of transport developments at the operational level
- Foster a positive working and learning environment, including the health safety and wellbeing of all staff, whilst. Ensuring a proactive management of employee relations, performance, and attendance.
- Promote understanding of and adherence to LCRCA values by modelling appropriate behaviours and encouraging others to do likewise
- Contribute and lead on the preparation of corporate plans, risk register, budget management and resource planning for the areas of defined responsibility.
- Ensure effective performance management, actively engaging with Combined Authority's performance management framework, delivering all personal and Service

performance targets as agreed, managing identified risks, and contributing to the management of Directorate and Corporate risks.

- Demonstrate the Combined Authority's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken; promoting full consideration of the equality impacts of decisions on all the Protected Characteristics. Advance non-discriminatory practices in all aspects of work undertaken.
- Ensure compliance with legislation and Combined Authority policies and procedures in relation to governance including supporting the scrutiny process and the completion of the annual governance statement
- Display the required organisational behaviours of LCR encourage others to do likewise.
- Establish effective relationships and collaboration with constituent local authorities/bodies to support long term ambition and delivery of the Combined Authority Corporate plan.
- Ensure the development, provision and analysis of high-quality management information and documentation that is timely, accurate and meaningful.
- Display effective leadership as a senior manager in the Transport Team, responsible for allocating tasks to direct report and all associated line management duties.
- Share and communicate a clear understanding of the Combined Authority priorities across the Directorate
- Comply with all statutory requirements and Financial Regulations of the Combined Authority
- Work with public and other relevant bodies to support LCR's communities, through services and activities which address local concerns and foster social capital and resilient communities
- Adopt a data first approach to analysing performance, improvements and new opportunities across contracts
- Ensure a focus on the needs, rights and responsibilities of citizens, residents, visitors and users of the LCRCA, where inclusion, economic, and social benefit optimisation are at the heart of decision making and implementation within the available practical resources.
- All members of the Transport Team are expected to work collaboratively across all four service areas within the Team and, when required, undertake additional duties to ensure exceptional quality and delivery

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.

LIVERPOOL CITY REGION COMBINED AUTHORITY

METRO MAYOR LIVERPOOL CITY REGION

PERSON SPECIFICATION

Job Title: Transport Planning Manager

CRITERIA		
Qualifications and Training	**E = Essential D = Desirable**	**Identified By**
Relevant degree/ qualifications or Suitable Professional Qualification/s relating to the Operation of Public Transport, at or beyond degree level (Level X of above)	**E**	**A**
Suitable Qualification in Local Land Use Planning	**E**	**A**
Membership (or eligibility to join) a recognised, relevant professional body	**E**	
Suitable Qualification in Highways Management Suitable Qualification in Public Event Safety Planning and Delivery Suitable Qualification/s in Emergency Planning Leadership or Management Qualification, or working towards such. [If not in possession of these qualifications the post holder must be prepared and capable to work towards their achievement]	**D**	**A**

Experience and knowledge	**E = Essential D = Desirable**	**Identified By**
Significant experience at an operational management level, of at least one major public transport mode.	**E**	**A, I, AC**
An established track record of managing the delivery of public service provision in a multi agency environment.	**E**	**A, I, AC**
Proven experience coordinating major incident management, including situation analysis, effective real time response management, incident communications, and post-incident review / recommendations.	**E**	**A, I, AC**
An established track record of delivering and maintaining multi organisational frameworks for the progression of significant projects and services. To include the ability to develop effective relationships between organisations and groups, with a diversity of interests surrounding defined objectives. To satisfy this requirement the post holder will	**E**	**A, I, AC**

need to have the capacity to establish collective visions, effectively communicate combined goals, and resolve potential conflicts of interest using appropriate dispute processes. and reporting contractual non-compliance.,		
Experience of using financial and commercial awareness and the ability to analyse complex information to deliver objectives	**E**	**A, I, AC**
Experience of effectively reporting project or situational progress / movement via established processes that can be utilised by all appropriate levels, from the most senior public representatives to those requiring detailed, real-time operational information	**E**	**A, I, AC**
Strong ability to respond to and liaise with all and any LCRCA Teams and external, stakeholders, agencies and organisations on operational transport issues , and all associated matters, effectively coordinating communication and feedback at all levels required.	**E**	**A, I, AC**
Knowledge of different contracting models and approaches to contract/performance management and procurement.	**E**	**A, I, AC**
A good working knowledge of financial requirements for major and minor projects, often involving a complex range of organisations, including private companies, local authorities and third sector social bodies, in addition to the LCRCA and transport providers.	**E**	**A, I, AC**
Significant understanding and experience of working within a political environment including advising and briefing politicians	**E**	**A, I, AC**

Skills, Abilities and Personal Attributes	**E = Essential D = Desirable**	**Identified By**
	E	**A, I, AC**
Capable of translating policy and practice into real world implementation in the form of projects and developments through innovative thinking and creative working within the constraints and challenges of .	**E**	**A, I, AC**
Able to deliver and lead others to prioritise work, within a collaborative approach, working within a fast-paced environment providing a creative approach to problem solving and continuous improvement.	**E**	**A, I, AC**
Work with politicians and media professionals to maintain professional reputations	**E**	**A, I, AC**
A very good working knowledge and understanding of the social and economic requirements and implications of a wide range of projects developments and events within their local regional and national contexts	**E**	**A, I, AC**
An ability to rapidly assess the likely social and economic impacts and requirements, of potential new projects, developments and events and the ability to progress these assessments to a more detailed level with the	**E**	**A, I, AC**

appropriate specialists both inside and outside of the LCRCA.		
Ability to develop and maintain effective working relationships with integrity, credibility and influence with national and local politicians, civil servants, officers, and other key stakeholders	**E**	**A, I, AC**
	E	**A, I, AC**
Highly developed influencing and negotiating skills with a determination to deliver the right outcomes.	**E**	**A, I, AC**

Commitment and Behavioural Competencies	**E = Essential D = Desirable**	**Identified By**
A commitment to follow and amplify the LCRCA agreed behaviours of LCR First, Respect and Action Focused.	**E**	**A, I, AC**
Demonstrates the highest levels of professionalism	**E**	**A, I, AC**
	E	**A, I, AC**
Demonstrates a commitment to Equality, Diversity and Inclusion	**E**	**A, I, AC**
Flexible approach to working hours and willingness to work flexibly as and when required	**E**	**A, I, AC**
Ability to attend meetings inside and outside the City Region	**E**	**A, I, AC**

Key to Assessment Methods:

A - Application	I – Interview	P – Presentation	AC – Assessment