

# Job Description and Person Specification

## Head of Transport Strategy and Programmes

A Lambeth to be proud of



<b>Job Title:</b>	<b>Head of Transport Strategy and Programmes</b>
<b>Grade:</b>	<b>PO9</b>
<b>Department:</b>	<b>Sustainable Growth and Opportunity</b>
<b>Division:</b>	<b>Growth, Planning &amp; Employment</b>
<b>Responsible to:</b>	<b>AD Sustainability and Climate Change Response</b>
<b>Responsible for:</b>	<b>Team of professional transport planners, engagement, programme managers and policy specialists.</b>

## Job Purpose

The postholder will lead a multi-disciplinary team responsible for developing and implementing the Council's policy and strategy covering transport and public realm within the context of overarching equalities, sustainability, climate change and economic development objectives.

The postholder will drive the debate about, provide the vision for, and support the delivery of future transport and public realm interventions in Lambeth, improving the quality of life for all the borough's residents and diverse communities and ensuring the Council is recognised as a leader and innovator in the field.

Working closely with senior managers, the postholder will bring together and co-ordinate the multi-faceted activities of a range of internal officer stakeholders across departments, business units and disciplines, including Planning, Capital Studio, Highways, Regeneration, Sustainability, Public Health, Resident's Services and Economic Development, championing innovative ways of working. The role will constitute the Council's visible senior point of contact for key external stakeholders and members.

## Responsibilities

### *Service Delivery*

1. To take a strategic management role to lead and enable transformative change essential to the well-being of the borough, by putting Lambeth at the forefront of transport and behaviour change policy nationally, playing a critical role in the implementation of the Council's equalities and climate change objectives.
2. To lead and co-ordinate transport and public realm focused work streams across the council, helping to deliver 'One Lambeth' and ensuring maximum benefits for residents and business from transport interventions.
3. To lead on the implementation of 'agile' ways of working, breaking down institutional barriers, fostering innovative, responsive and flexible approaches to service delivery across teams and departments.
4. To lead on, develop and agree the council's transport policies, including the Transport Strategy and Local Implementation Plan. To provide expert advice on transport policy

matters to senior stakeholders. To lead on consultation responses. To work across teams to embed transport policies in wider strategies and to incorporate wider strategies into transport policy.

5. To influence national and regional policies, in the interests of Lambeth, by communicating responses and representing the authority at senior levels within Government.
6. To oversee and have overall responsibility for the Transport team's input into the Development Management service's planning application process, influencing proposals for new development to deliver the council's strategic objectives.
7. To lead in negotiating with private developers on behalf of the Council. Also to lead and manage a team in the preparation of evidence for Public Inquiries and other planning appeals and to give evidence as an Expert Witness on behalf of the Council as appropriate, to defend the Council's position on unacceptable development proposals.
8. To lead on the identification, appraisal, agreement and development of a programme of public realm works based on the Transport Strategy and related strategies and to promote more sustainable transport options including but not limited to use of public transport, car clubs, electric vehicles, cycling and walking.
9. To lead the development of multi-million pound strategic transport infrastructure and physical regeneration projects, working closely with Transport for London and public transport infrastructure providers and operators to attract investment in Lambeth and ensure maximum value for the borough.

#### *Stakeholder Engagement and Partnerships*

10. Lead a strong partnership approach with key stakeholders in the design and development of deliverable, affordable and sustainable programmes and projects and work closely with other senior managers across the council in the coordination of any interventions.
11. Provide a visible senior point of contact into the Council, representing the Council at a borough, regional, national and international level, playing an active role in partnership development and joint working and promoting Lambeth as forward thinking, proactive and progressive force for change.
12. Hold and manage the relationship with Transport for London, The Department for Transport and other key industry stakeholders.
13. Drive forward major highway, public realm and regeneration schemes on Transport for London's road network, holding TfL to account and acting as a strong client ensuring the council's strategic objectives are met.
14. Engage with public transport infrastructure providers and operators to raise awareness of issues affecting Lambeth and influence key investment decisions to secure the delivery of Transport Strategy objectives including the 'metroisation' of rail services and accessibility improvements.

15. Ensure robust and inclusive communications, consultation and engagement and ensure stakeholders' expectations are managed, in the context of the design and delivery of high profile, potentially contentious, strategies and programmes.
16. Lead on the development of new initiatives to enable the council to better reach and engage under-represented groups and marginalized stakeholders and disseminate and promote this knowledge and learning across the council.

#### *Financial*

17. To identify and secure inward investment opportunities to support programme delivery.
18. To oversee project and programme budgets ensuring that documentation, monitoring and project planning information is prepared in a timely and accurate manner, budgets are managed and contained and that summary reports are produced at the appropriate time.
19. To lead on formulating bids for finance through the Business Planning process. To identify partnerships for bids for funds for further investment in transport related projects, and to conform to the aims of the Transport Strategy, Lambeth Community Strategy and other appropriate strategies.
20. To be responsible for securing Transport related Section 106 financial contributions from developers to assist in delivery of the Council's policies to promote sustainable transport, improve the public realm and reduce motor vehicular traffic.

#### *Team management*

21. The Head of Service is responsible for the direction, support and development of the Transport Strategy team (including professional services consultants where appointed).
22. To provide effective and inspiring leadership, ensuring the development of productive working relationships, providing support and assistance to team members and allowing staff to flourish and enjoy their work.
23. To attract high quality staff for the council by making Lambeth a leader in the field and to reach out to the community, offering opportunities for local people to find routes into paid employment with the council.
24. To lead manage, supervise and appraise identified staff, including providing support, guidance and training, and make decisions on the recruitment and allocation of staff resources (including professional services consultants).
25. To lead and be responsible for, the proactive day-to-day identification, resolution or escalation of project risks and issues, and development of contingency plans. To support the management of project interdependencies.
26. To oversee the client support arrangements necessary to progress project(s), and ensure resources are effectively allocated to key tasks and activities. To co-ordinate the work of consultants, contractors, officers, and support and advisory staff.

27. To oversee, and be responsible for, progress monitoring and reporting. To ensure good practice, project change control, configuration management and quality management in accordance with programme governance standards.

#### *Strategic management*

28. To represent the council at Planning Committee and attend other meetings and forums as appropriate including Management Board.
29. To hold and manage the relationship with the Deputy Leader of the Council (Sustainable Transport, Environment and Clean Air) and a range of key senior stakeholders.
30. To be an active member of the management team and make a strategic management contribution to the council's performance and culture, providing professional leadership, and implementing integrated strategies in order to effect continuous improvement and enhance the council's standing.

#### **Staff Management responsibilities**

- The Head of Service is responsible for the direction, support and development of a project team (including professional services consultants where appointed). Staff may be appointed on a permanent or temporary basis. Management duties are outlined above.
- Direct line management responsibilities are as identified in the organisation expectations
- The post holder will be required to manage staff and lead consultants commissioned in relation to specific projects, appropriate to the level of the grade.

#### **Budgetary responsibilities**

- The Head of Service is responsible for the authorisation of transactions up to an approved limit prescribed by scheme of delegations.
- The Head of Service is responsible for the effective financial management of any relevant budgets, including procurement, income and grants

#### **Other**

- The post holder should be prepared to work outside of normal hours, including attending evening meetings, and occasional weekend working.
- The job holder's decision making authority is determined by Council policy and procedures.
- To carry out the duties of the post in accordance with the Data Protection Act, the Computer Misuse Act, the Health and Safety at Work Act, and other relevant legislation, as well as Council policies, procedures, standing orders and financial regulations.
- To carry out the duties of the post with due regard to the Council's Equal Opportunities Policy.
- To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relationships.
- To undertake other duties appropriate to the grade as directed by management.

**PERSON SPECIFICATION**  
Head of Transport, Strategy and Programmes (PO9)

<p>It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with "Ticks" (✓) on the person specification when you complete the application form.</p>			<b>Shortlisting Criteria</b>
<b><i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i></b>			
<b>Key Knowledge</b>	K1	Substantial knowledge of the Transport Strategy and Framework nationally, regionally and locally. Knowledge of Strategic Transport, development control and urban design issues in a regional and local context	A✓
	K2	Knowledge of Corporate and Government structures and procedures.	
	K3	Extensive knowledge in relation to the key principles and practices of traffic engineering schemes including road safety, traffic management, bus transport and parking. Understanding of public realm delivery including	
	K4	Versatile ICT skills with a good knowledge of: MS Office (preferably including MS Excel), E-mail packages (preferably Microsoft Outlook) with the ability to learn and absorb new software packages.	A✓
	K5	Proven project management skills with the ability to produce accurate and appropriate reports at a senior level	
	K6	A thorough understanding of relevant legislation and Government policies and how they affect the Council.	A✓
	K7	Ability to formulate strategy and translate this into achievable team objectives.	A✓
<b>Relevant Experience</b>	E1	Extensive experience of working in a Transport related environment	A✓
	E2	Extensive experience of managing and developing staff as part of a project delivery team in a corporate environment.	A✓
	E3	Demonstrable project management experience in the public or private sector.	
	E4	Experience of working with customers and colleagues at all levels and to engender customer excellence	A✓
	E5	Building support and maintaining a high level of commitment from stakeholders through communications and effective influencing skills, within the public sector or similar environment.	
	E6	Experience of negotiating effectively and resolving conflicts.	A✓

<p><b>Core Values and Behaviours</b></p>		<p><b>Equity</b></p> <ul style="list-style-type: none"> <li>• Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.</li> <li>• Ensure fairness and justice is at the heart of my decision making and support to my team and others.</li> <li>• Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do.</li> <li>• Develop others and ensure we work as one team for Lambeth,  encouraging everyone to play their part</li> <li>• Take positive action to ensure everyone in my team has opportunities to learn and grow at work</li> <li>• Encourage everyone to be themselves at work and value who they are</li> <li>• I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals.</li> </ul>	
		<p><b>Kindness</b></p> <ul style="list-style-type: none"> <li>• Treat each member of my team with respect and dignity just as I would want for myself.</li> <li>• Encourage each member of my team to do their very best work and am available to them to provide support and guidance.</li> <li>• Personalise my support to each team members and look out for  them, lending a hand wherever I can</li> <li>• Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together  Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard</li> <li>• Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.</li> <li>• Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth. <ul style="list-style-type: none"> <li>• Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that</li> </ul> </li> </ul>	

		impact on them, working together to find solutions.	
		<p><b>Accountability</b></p> <ul style="list-style-type: none"> <li>• I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way</li> <li>• I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives.</li> <li>• I ensure my team plan ahead, getting the basics right and take swift action when problems arise</li> <li>• I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.</li> <li>• I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track.</li> <li>• I share my learning, knowledge and skills with others thorough coaching and mentoring and encourage others to do the same.</li> </ul> <p>I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do I encourage my team to learn and grow and ask questions to find the information they need to do their jobs</p>	
		<p><b>Ambition</b></p> <ul style="list-style-type: none"> <li>• Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.</li> <li>• Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved. • Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together</li> <li>• Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes</li> <li>• I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.</li> </ul>	

		<ul style="list-style-type: none"><li>• Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.</li><li>• Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.</li></ul>	
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