



JOB DESCRIPTION	
Role	Executive Director Transport
Reports to	Chief Executive
Accountable for	Transport Directorate
Working for our organisation	
The Combined Authority was established in 2017 with a vision to make Cambridgeshire & Peterborough the leading place in the world to learn, live and work. The Councils which make up the Combined Authority are Cambridge City Council, Cambridgeshire County Council, East Cambridgeshire District Council, Fenland District Council, Huntingdonshire District Council, Peterborough City Council and South Cambridgeshire District Council. We're a partnership of seven councils working together with businesses, educators, health services, emergency responders and community groups to drive growth and improve lives across our region. Led by a directly elected Mayor and a Board of local leaders, we're united by a clear mission - to get Cambridgeshire and Peterborough moving. We are committed to our values of leading with compassion, working cooperatively, and serving our community. The six keys deliverables from our Corporate plan are to; • Drive Economic Growth • Improve Connectivity • Create good jobs • Deliver quality homes • Strengthen regional resilience • Enhance organisational performance At the Combined Authority, we do things the CIVIL way—Collaboration, Integrity, Vision, Innovation, Leadership. We're passionate about our people and proud of our culture. This role is an integral part of the leadership team and through authentic, strong and visible leadership will deliver against the above.	
Key Responsibilities	
Specific	
• Develop the transport vision and strategy to ensure there are ambitious, integrated, multi-modal plans for the improvement of transport which align with the corporate plan, local growth plan and economic growth priorities. • Formulate and shape major solutions to regional transport challenges. • Provide strategic system leadership for all Transport related matters, working across partners and stakeholders, delegating as appropriate to other officers as required, and deputising for the CEO as appropriate. • Be the credible voice for the Combined Authority on the transport agenda, nationally and locally, advocating the interests and priorities of the region. • Develop and successfully manage critical relationships and partnerships across relevant stakeholders, including government bodies and agencies.	



- Provide challenge and rigour to enable the authority to deliver the ambition of a best-in-class, innovative transport system.
- Putting the customer at the heart of all transport matters, working to ensure continuous performance improvement.
- Identify and evaluate opportunities and risks for the Combined Authority across transport, developing the direction of travel and scanning the external environment to anticipate challenges and issues.
- Ensure successful delivery of large, complex, Transport related initiatives and programmes, with responsibility for strategy, delivery and funding. These include, but are not limited to :
 - The development of transformative evidence-based policies, strategies & interventions and securing of funding where needed, to create an efficient, sustainable and effective transport system.
 - Lead on the Local Transport and Connectivity Plan, its preparation, implementation, evidence base and review.
 - Determination of the overall strategic investment strategy for transport in the region.
 - Oversight of the delivery of transport investment projects which continue to meet the Combined Authority's strategic priorities.
 - Responsibility for ensuring a multi model public transport system meets the needs of Cambridgeshire and Peterborough.
 - Lead and deliver Bus Reform across Cambridgeshire and Peterborough.
 - Accountable for transport's role in carbon reduction and environmental sustainability and safety.
 - Lead on the development and implementation of Mass Rapid Transit options, including light rail, active travel and roads.
 - Lead on a Rail Strategy and approach to Rail policy from the English Devolution legislation.
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- Be accountable for the efficient and effective use of the transport revenue and capital budgets, leveraging strategic funding into the region where applicable, to deliver the Authority's priorities.
- To support the Chief Executive and other Executive Directors/Directors to deliver the aspirations and outcomes contained within the Combined Authority corporate plan and associated strategies, including the Local Growth Plan.
- Advise the Authority (and its Boards) on the effective discharge of its powers & responsibilities.
- Provide corporate leadership as part of CMT on devolution discussions, taking a lead role for those areas within the Executive Director's areas of responsibility.

Corporate

- Provide strategic and timely advice and support to the Mayor and Combined Authority Board and Thematic Committees.



- Responsible as a member of the senior leadership team for consistent and visible leadership across the organisation, creating an environment where teams can aspire, flourish, thrive, and perform.
- Ensure adherence to the Combined Authority's Single Assurance Framework across all activities and programmes
- Facilitate the identification and compliance with EDI improvements/changes across all services and service delivery, giving due regard to the requirements of the Public Sector Equality Duty when carrying out duties and functions/activities.
- Ensure delivery of quality, consistent and value for money services.
- Engage positively with a variety of CPCA created companies; this may also include being appointed as a Director to the various Boards
- As a member of the Corporate Management Team, act as a role model for driving continuous improvement across the organisation. Provide strategic leadership for transformation and positive change, embedding a learning culture underpinned by our values and behaviours.
- Undertake Emergency Planning and Business Continuity responsibilities as required.

Leading people

- Provide leadership and direction to the service areas within the Transport directorate, ensure appropriate communication channels are in place and effective between you and your direct reports.
- Create a positive and supportive learning and working environment through delegation, mentoring, and coaching of staff and promote a culture of collaboration by sharing knowledge and resources within the organisation.
- Support the development of individuals and teams to develop career pathways, ensuring a talent pipeline for the organisation.
- Create the right working environment for your team with a solid work ethic of working towards achievement of our vision.
- Promote an understanding of and adherence to the Combined Authority's values by modelling appropriate behaviours and creating a corporate, collaborative and supportive environment that encourages and recognises those values.
- Embed a culture that places the customer and the community at the heart of service delivery and encourages inclusivity and collaboration.
- Act as an ambassador for the Combined Authority.

Portfolio of services

- Strategic Transport
- Public Transport
- Rail



This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other duties as directed by the Chief Executive that are commensurate with the level of the post. This document will also be supplemented by annual key objectives which will be set through the performance review process.

PERSON SPECIFICATION

Knowledge, Experience and Qualifications

- Educated or experienced to master degree/post graduate professional qualification level with supporting management training or equivalent experience.
- Professional Transport qualifications, such IEng, CEng, TPP, APM, or equivalent level by experience.
- Comprehensive knowledge of the Transport and Infrastructure agenda, ideally within the local area, including opportunities and challenges and possible solutions.
- Extensive knowledge and experience of leading the transport agenda with a proven track record of overseeing and delivering major transport programmes.
- Knowledge of public transport operations, franchising and delivery models
- Knowledge of relevant legislation, regulations, national policies and professional best practice.
- Sound understanding of the corporate decision making, governance, transport environment in which the Combine Authority operates.
- Excellent track record of achievement, innovation and evidence based decision making at a senior level within a large, complex and ideally political environment.
- Substantial experience of operating in a senior leadership role responsible for delivery of programmes
- Proven leadership and people management experience of developing high performance teams and adapting leadership style required in order for the individual and team to thrive and flourish.
- Strong and recent experience of enabling effective working relationships with partners/stakeholders and working in collaboration to lead, influence and integrate outcomes.
- Demonstrable experience of negotiating, delivery, management and oversight of complex commercial contracts and projects.
- Strong political awareness and sensitivity combined with experience of providing direct advice to officers and members of a board on a range of complex issues both verbally and in writing.



- Demonstrable experience of developing strategy and policy at a senior level within Transport.
- Evidence of commitment to continuous professional and personal development.

Skills, abilities and behaviours

- Confident communicator, able to discuss broad and complex issues with a wide range of partners/stakeholders using appropriate skills such as engagement, influencing, shaping, persuasion and negotiating.
- Able to develop effective working relationships and partnerships and drive consensus in a respectful and consistent way that builds trust and values the contributions of others.
- Well-developed strategic and critical thinking combined with sound and timely decision making and leadership judgement.
- Agile, resilient with the ability to prioritise competing demands/deadlines and the determination to deliver.
- Ability to:
 - build, empower, motivate and develop teams/individuals to fulfil their potential, developing a talent pipeline for the Authority.
 - promote and enable matrix working.
 - role model appropriate behaviours that underpin the values of the Combined Authority (3 Cs).
 - lead and embed organisational change to deliver continuous improvement and innovation.
 - leverage resources and transform service delivery to deliver improved value for money, efficiencies and outcomes
 - work collaboratively as part of a cohesive leadership team ensuring open and effective communication.
 - interpret, analyse, monitor and track information and progress and use judgement and evidence based decision making to create solutions and opportunities.
 - harness technology to deliver smarter working and drive business transformation.
- Demonstrable experience of successfully managing large scale budgets.
- Experience identifying and acquiring appropriate funding streams.
- Significant experience of commercial negotiation

Other

- Able to work flexibly to fulfil the requirements of the role.
- Able to attend meetings inside and outside of the region.
- This is a politically restricted post as designated under the LGHA and any subsequent amendments.