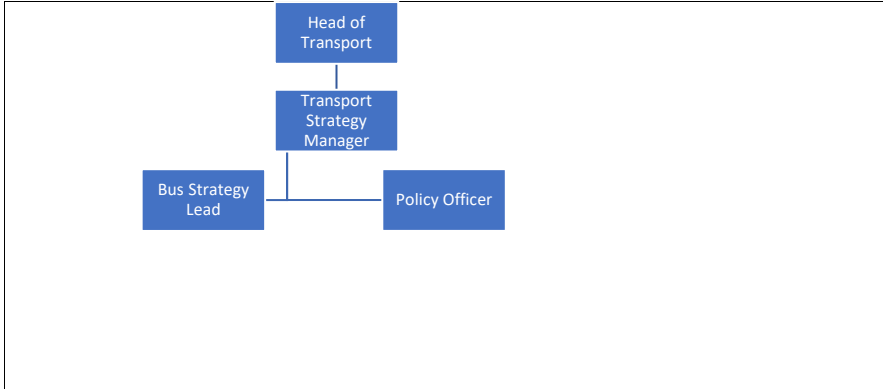


Job Description & Person Specification	
GL CCA Area: Transport	Job Ref Number:
Contract: Temporary	Grade: 12
Politically Sensitive Yes	
Job Title: Transport Strategy Manager	
PURPOSE OF JOB:	
<p>This role leads the Transport Strategy team; the strategic arm of the Combined Authorities Transport Function. As such, this individual will oversee a small Transport Strategy Team who are responsible for setting the strategic direction for Transport in the Greater Lincolnshire area through establishing and maintaining the Local Transport Plan, Bus Service Improvement Plan and associated policies.</p> <p>As the leader of the strategic transport capability, the post holder will have responsibility for the ongoing maintenance of the Local Transport Plan and will be required to manage external service providers to ensure day-to-day activities are delivered and strategic engagements and consultations are undertaken in line with statutory obligations.</p> <p>Over the first 12 months, the post holder's priorities will be to:</p> <ul style="list-style-type: none"> • Lead the development of the GLCCA Local Transport Plan • Plan, manage and deliver LTP roadshows alongside the Mayor for Greater Lincolnshire. • Lead or undertake various studies to set the strategic direction for both the team and the transport service in the region • Support the Head of Transport in maturing the Transport Function organisation design and support in the transport transition process, building capacity and capability as the transition requires. 	
TEAM STRUCTURE:	
<p>GLCCA Transport Function is being established in a phased approach, with key components of Transport Strategy and Governance and Assurance transitioning for day 1 operation on 1st April 2026. Through FY26/27 the Transport function will continue to mature and the Transport Strategy team will grow in terms of capacity and capability. The team structure needs to be viewed in these terms, with a Day 1 position and a Year 1 position presented below. The year 1 position is a direction of travel, and the Post Holder will be required to refine this position as the transition continues.</p>	

Commented [MM1]: Might need to reframe this as the permanent role as some of these will be done in 12 months - do we have the purpose as the oversight of the delivery of LTP & BSIP

Commented [MM2]: frame the purpose as the longer term role and then 'over the first 12 months'



MAIN DUTIES:

The Post Holder will be directly responsible for successfully executing the following duties:

1	Lead the day-to-day development and delivery of the Local Transport Plan ensuring a fully compliant document is delivered by April 2027. The post holder will be required to provide strategic challenge, direction and contract and commercial management.
2	Provide delivery oversight across the Local Transport Plan and oversee the local transport revenue grant funding streams, working with colleagues in Investment Assurance to ensure funding conditions are met and reported as required by conditions on funding grant.
3	Scope and procure support for priority transport strategy products (BSIP, LTP, KRN Strategy etc), working with the Head of Transport to identify and secure appropriate funds and working with GLCCA Finance and Procurement to undertake the appointment. The day-to-day management of these contractors may in some cases fall to the Post Holder, or their team.
4	Provide strategic direction as an intelligent client, they will be required to manage day-to-day progress, support in access to GLCCA teams, information and will be accountable for ensuring all approvals and governance are followed as required by GLCCA and wider government guidance.
5	Manage the process and response to Transport related FOIs and EIRs and where appropriate confirming the information to be shared with Constituent Authorities and undertaking all required governance and legal checks prior to issue. As Transport Strategy team grows in capacity, direct FOIs and EIRs to most appropriate individuals for response.
6	Manage the process and response to any GLCCA Transport specific request for DfT or wider Governmental consultation inputs. This duty will include the management of inputs from other teams within GLCCA, across the Constituent Authorities and from the wider supply chain.
7	The Post Holder will be required to scope and drive studies that detail the most appropriate approach to undertake public realm improvements, develop a phased approach to the definition and roll-out of GLCCA transport hubs.
8	Collaborate with the Data Officer to ensure commissioned studies and models are captured and held in a central GLCCA data library, providing leadership oversight of this library to ensure transport strategies are using information as and when required.
9	Support the Head of Transport in reviewing and actioning emergent Transport priorities.
10	Develop and manage the Transport Strategy Team, providing strategic guidance and line management responsibilities to the growing team.
As a Team Leader, the Post Holder will be also be required to successfully deliver through others, leading a small team to execute the following key duties:	
1	Develop a single region wider BSIP and ensure all appropriate engagement and approvals have been followed, supporting a development date of December 2026.
2	Undertake a region-wide review into the provision of DRT services, producing and seeking approval for resulting recommendations through GLCCA Governance and managing Constituent Authorities through this process.
3	Develop priority region wide strategies in Aviation and Active Travel.

Commented [MM3]: The postholder will be responsible for overseeing the local transport revenue grant funding.

Commented [MM4]: Do we need secondment roles or permanent roles? E.g stage 1 write LTP, stage 2 delivery of LTP

Where we have said 'creation of' its about creation and ongoing maintenance of

OFFICIAL

4	Manage the development of a region-wide KRN ensuring alignment to any existing KRN from within the constituent authorities.
5	Commission and direct a wider Rail Study, to fully detail the role, opportunities and forward plan for leveraging newly acquired powers to influence rail provision in the region.
This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to perform other duties as directed by their line manager that are commensurate with the level of the post. This document will also be supplemented by key objectives which will be set through the performance and development review process.	

PERSON SPECIFICATION	
Requirements	Essential/ Desirable
Degree level qualification in relevant subject area or equivalent experience	E
Relevant professional qualification in either a business, education, HR or training discipline	D
Membership of relevant professional body	D
Experience of operating at a senior management level in a complex, diverse organisation, preferably public sector/local government.	E
Experience of developing integrated transport strategies across different modes	E
Knowledge of national and regional public transport policy, covering both modal and cross cutting thematic areas.	E
Experience of partnership working negotiation and the ability to influence decisions to secure the aims of the organisation	E
Experience of developing and implementing internal control frameworks and commissioning systems and processes.	D
Experience of delivering against competing priorities and deadlines	D
Experience of negotiating financial and / or other commercial contracts	D
Experience of budget management, of budgets from a diverse range of sources, managing financial reporting and performance. Managing project budgets	D
Thorough understanding of national and local government developments, policy and emerging trends.	D
Ability to provide and receive highly complex, sensitive and contentious information	E
Negotiate with senior stakeholders on difficult and controversial issues, and present complex and sensitive information to large and influential groups	E
Ability to analyse complex facts and situations and develop a range of recommendations or options	E
Ability to make decisions autonomously, when required, on difficult and contentious issues where there may be a number of courses of action, working to tight and often changing timescales .	E
Ability to work at pace and plan and organise a broad range of complex activities, formulating and adjusting plans to reflect changing circumstances	E
Highly developed problem solving skills and the ability to respond to sudden, unexpected demands	E
A clear strategic and lateral thinker, able to be a clear and effective decision maker in a complex and challenging environment	E
High level of inter-personal skills which deliver collaborative, and coproduction working with a wide range of partners and stakeholders and the ability to develop and maintain mature relationships and effective networks	E
A high degree of personal and professional probity, integrity and credibility that sustains the confidence and trust of Members, senior managers, staff and external partners and stakeholders, that fosters a positive reputation for the organisation	E
Ability to operate in a complex, political environment and act decisively within the context of accurately analysing the risks and benefits of different courses of action	E
*A = Application form T = Test/Assessment I = Interview P = Presentation	

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Combined County Authority Core Values and Behaviours and to carry out the duties in accordance with GLCCA policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.