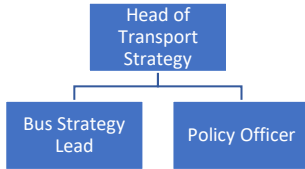
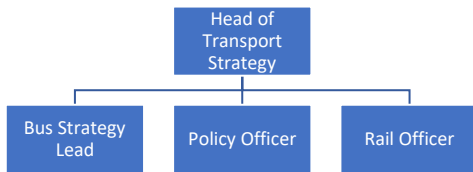


Job Description & Person Specification	
GLCCA Area: Transport	Job Ref Number:
Contract: Temporary	Grade: 11
Politically Sensitive: No	
Job Title: Bus Strategy Lead	
<p>PURPOSE OF JOB:</p> <p>The Bus Strategy Lead is responsible for capturing and articulating the Combined Authority’s bus-related strategic priorities, acting as the organisation’s subject-matter lead for bus policy, programmes and interventions.</p> <p>Reporting to the Head of Transport Strategy, the post holder will own the strategic approach to bus services across the region, including the development and maintenance of a single, region-wide Bus Service Improvement Plan (BSIP). The role will act as the intelligent client for bus-related commissions, manage key governance forums, and provide strategic leadership on reform, funding and infrastructure priorities related to the bus network.</p> <p>The role will play a critical part in translating strategic transport objectives into deliverable bus interventions, working closely with constituent authorities, operators, the Department for Transport and delivery partners to support the development and delivery of appropriate bus schemes, be they capital or operational, and as such will have control and oversight of the Local Authority Bus Grant, or other appropriate fundings lines.</p> <p>Over the first 12 months, the post holder’s priorities will be to:</p> <ul style="list-style-type: none"> • Develop and secure approval of a single, region-wide BSIP • Establish and operationalise the Enhanced Partnership Board • Complete the DRT review and set a clear future direction • Initiate fare subsidy and bus station upgrade programmes 	
<p>TEAM STRUCTURE:</p> <p>The Bus Strategy Lead sits within the Transport Strategy Team and reports directly to the Head of Transport Strategy. The role will work closely with internal colleagues, constituent authorities and commissioned consultants.</p> <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>	

Day 1:



Year 1:



MAIN DUTIES:

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

1	Own the strategic approach to the development and delivery of a single, region-wide Bus Service Improvement Plan (BSIP), ensuring it is compliant with national policy, reflects local priorities, and secures appropriate approvals through Combined Authority governance and constituent authorities.
2	Establish, chair, and manage a single Enhanced Partnership (EP) Board on behalf of the Combined Authority, ensuring effective engagement with bus operators, constituent authorities and stakeholders, and that statutory and governance requirements are met.
3	Manage and have oversight of the Local Authority Bus Grant
4	Commence and oversee the development of bus fare subsidy policy, including the strategic rationale, affordability considerations, value-for-money assessment and alignment with wider transport and economic objectives.
5	Initiate and shape the development of capital schemes, including scoping studies, option development, phasing and prioritisation, and alignment with wider place, regeneration and transport strategies.
6	Act as the intelligent client for commissioned transport strategy services related to bus provision, including scoping commissions, managing consultants, providing strategic direction to the Constituent Authorities, and ensuring outputs meet quality, timetable and governance requirements.
7	Provide expert advice and briefing on bus strategy matters to senior officers, elected members and partners, including responses to Department for Transport requests, consultations and funding opportunities.
8	Act as a point of contact and work collaboratively with constituent authorities, operators and internal teams to align bus strategy with local implementation plans, ensuring consistency while recognising local context.
9	Support the Head of Transport Strategy on emerging bus-related priorities, contributing to wider transport strategy development where required.

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.

Commented [MM1]: Add:

Managing / general oversight of local authority bus grant
Acting as the point of contact for the constituent authorities

PERSON SPECIFICATION	
Requirements	Essential / Desirable
Relevant professional qualification	D
Membership of relevant professional body	D
Experience of operating at a senior level in a complex, diverse organisation, preferably public sector/local government.	E
Experience of developing 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.	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
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.