**Transport Planner (TCF Programme)**

**Transport North East Strategy Unit**

**Fixed Term Post (October 2020 to March 2023)**

This role is offered for a fixed term period ending March 2023. The role will be located in Gateshead Civic Centre, or any future location where the Transport North East Strategy Unit is hosted.

The role will report to the TCF Project Lead.

**JOB DESCRIPTION**

**Job Purpose**

The purpose of the role is to oversee the day to day requirements of the Transport Assurance Framework, in relation to the delivery of schemes funded by the devolved allocation from TCF (and any further funding streams that are successfully secured).

**Job Description (Key Outputs to be Delivered)**

The postholder will:

* Rapidly develop a detailed understanding of the region’s TCF programme and the region’s Transport Assurance Framework, including the detailed requirements of the latter for all kinds of transport capital schemes.
* Contribute to the design, procurement and setting up of structures and systems required to enact the Transport Assurance Framework.
* Work closely with scheme promoters to ensure that the Transport Assurance Framework is enacted to a common standard for all schemes, ensuring that sound funding decisions are made by the Joint Transport Committee. These discussions will be conducted with sensitivity, professionalism and persuasiveness at all times.
* Attend regular progress meetings with individual scheme promoters and with region-wide groups, and prepare notes of meetings for approval by the TCF Project Lead.
* Prepare draft reports for JTC and internal decision makers regarding the passage of schemes through the Transport Assurance Framework Gateways.
* Co-ordinate the preparation of Quarterly Monitoring Reports by scheme promoters and chase up any late or incomplete submissions.
* Prepare progress reports for the programme, tailored to various audiences.
* are scheme-specific elements of Grant Funding Agreements.
* Work with the Independent Business Case Review Consultants to ensure the consultant is provided information in a timely manner and prepares independent assurance reports in accordance with agreed timescales and fee ceilings.
* Deputise for the TCF Project Lead from time to time.
* Undertake these requirements strictly within the timescales and deadlines set by and agreed with the TCF Project Lead.

**PERSON SPECIFICATION**

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| **EDUCATION** |
| Educated to degree level or equivalent in a relevant discipline |
| **SPECIFIC KNOWLEDGE** |
| Demonstrable knowledge of dealing with large scale bids for transport proposals, or similar relevant experience |
| Knowledge of preparing business cases in line with HM Treasury Green Book and other relevant guidance, including knowledge of producing a business case for a transport programme or scheme |
| Knowledge of working with external consultants |
| Knowledge of legislative and regulatory requirements associated with the delivery of major asset or infrastructure investment projects |
| Proven track record of stakeholder liaison and management |
| Proven writing and reviewing skills  |
| Budget monitoring and planning skills |
| Capable of strategic thinking and working in a fast moving and changing environment |
| Ability to solve problems and make autonomous decisions and be able to defend and support outcomes |

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| Demonstrable experience of working in a busy team environment |
| Demonstrable experience of contributing to the delivery of complex projects |