**Graduate Transport Planner (Rail and Bus)**

**Transport North East**

This role is offered for a 2-year fixed period. The role will be in Gateshead Civic Centre, or any future location where the Transport North East is hosted. Facilities for home working will be made available to suit the working patterns adjusted due to the Covid 19 restrictions.

The role will report to the Head of Heavy Rail.

**JOB DESCRIPTION**

**Job Purpose**

The main purpose of the role is to support either the Heavy Rail team in developing strategy, policy and business cases and undertake a structured programme of training and development or the Enhanced Bus Partnerships team in the development of the Bus Service Improvement Plan, Enhanced Bus Partnership Agreement and the initial operation of the Bus Partnership

**Job Description**

**Principal area of responsibility**

The postholder will:

* Complete a tailored programme of learning and development, predominately within Heavy Rail or the bus partnerships team; and may include undertaking short term placement or pieces of work in other departments and where practical partner organisations.
* Contribute to the process of developing a transport strategy document or bid to government through undertaking analysis, completing research, and writing sections of the strategy. You will also engage in the public and stakeholder consultation and assist in making any resultant changes to be fed back to the North East Joint Transport Committee.
* Contribute to the process of developing business cases for investment, in line with Government’s Transport Appraisal Guidance and the region’s Transport Assurance Framework as appropriate. To include contributing to the development of business cases, undertaking research, assisting with managing stakeholders and consultancy support.
* Gain an appreciation of the high-level operational elements of running public transport services from a passenger perspective and contribute to initiatives to improve passenger outcomes.
* Gain an appreciation of the processes which underpin regional governance and local government and contribute to papers and presentations put before local decision makers to aid democratic decision making.

**Dimensions (by the end of the placement you will be able to)**

Communications

* Understand and have experience of developing complex documents, including strategies and business cases.
* Understand how to tailor messages to different audiences
* Gain experience of presenting to senior management and key stakeholders.

Decision Making & Problem Solving

* Use and analyse data and information to inform decisions
* Undertake options appraisals and make recommendations

Initiative & Independence

* Working independently and as part of a team to time and quality criteria
* Undertaking analysis and making recommendations

Resources

* Understand budget monitoring for both scheme and programme delivery
* Understand the procurement process to engage consultancy support
* Understand task and workload programming and monitoring

People

* Work within a small agile team
* Engage with differing local, regional and industry stakeholders
* Learn how to build productive working relationships

**PERSON SPECIFICATION**

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| **Essential Criteria** |
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| **EDUCATION** |
| Degree, or equivalent experience in any discipline with transferable skills or knowledge. |
| **SPECIFIC KNOWLEDGE** |
| Appreciation of a transport has to part to play in a region meeting its goals and objectives around environment, economy, and health. |
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| Interest in strategy / policy and the role these play in shaping the transformation of a region |
| **SKILLS & COMPETENCIES** |
| Excellent written and verbal communication skills |
| Working and part of a team |
| Taking initiative and managing own work |
| **EXPERIENCE** |
| Work experience in any field |

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| **DESIRABLE CRITERIA** |
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| Experience of analysing data |
| Experience of writing complex documents |