**Strategy and Policy Officer (Rail)**

**Transport North East**

Full time role, for which we will happily consider flexible working applications. The role is based at Gateshead Civic Centre; with capacity to work from home when appropriate. Site visits and meetings around the North East and sometimes further afield will be required from time to time.

The role will report to the Head of Heavy Rail.

**JOB DESCRIPTION**

**Job Purpose**

The two main purposes of the role are:

1. To lead on the production of the North East Rail and Metro strategy (NERMS), through consultation to the approval by the North East Joint Transport Committee and final publication (early 2022); and once written play a part in bringing the component parts of that strategy to fruition.
2. To work with consultants, local, government and industry stakeholders to prepare reports and studies that examine the technical feasibility, the potential passenger demand and the business case for investing in the North East’s Local Rail and Metro Expansion Programme which sits with in the NERMS.

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

The postholder will:

* Assume ownership of the developing North East Rail and Metro strategy and take the document through its final iterations to completion.
* Engage in the public and stakeholder consultation and make any resultant changes to be fed back to the North East Joint Transport Committee
* Rapidly develop a detailed understanding of the previous rail and metro extensions studies that have been completed, are under way and are planned for the period up to March 2024.
* Lead on the procurement of studies / business case developments and subsequent stakeholder engagement / approvals to take favourable schemes forward to the next stage.
* Undertake day to day management (including budget control) and liaison tasks in order that the consultants engaged to perform studies can work efficiently and effectively, within agreed timescales.
* Work closely with scheme partners to ensure the studies being undertaken are well understood by all stakeholders and delivery partners, and that their respective roles and responsibilities are understood in respect of the studies and any subsequent schemes to be delivered. These discussions will be conducted with sensitivity, professionalism, and persuasiveness at all times.
* Prepare reports and briefings to ensure that key officers and the North East Joint Transport Committee are kept updated on the programme’s progress and key findings.
* Ensure that all business cases for investment are prepared in line with Government’s Transport Appraisal Guidance and the region’s Transport Assurance Framework as appropriate.
* Attend regular progress meetings with individual stakeholders and with region-wide groups and prepare minutes of those meetings.
* Prepare draft reports for JTC and internal decision makers regarding the passage of schemes through relevant design and funding gateways.
* Prepare progress reports for the programme, tailored to various audiences.
* Deputise for the Head of Heavy Rail from time to time.
* Undertake these requirements strictly within the timescales and deadlines set by and agreed with the Head of Heavy Rail.

**PERSON SPECIFICATION**

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| **EDUCATION** |
| Educated to degree level or equivalent in a relevant discipline |
| **SPECIFIC KNOWLEDGE** |
| Appreciation of the local rail industry structures and key stakeholders at central, sub-national, regional, and local Government levels.  |
| Demonstrable knowledge of dealing with large scale bids for, ideally for transport proposals, or similar relevant experience |
| Experience of preparing business cases in line with Government and other relevant guidance |
| Experience of liaising with or managing external consultants.  |
| Appreciation environments with of legislative and regulatory  |
| Proven track record of stakeholder liaison and management |
| Exemplary report and document 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 |
| A customer centric mind set; able to review data about customers to recommend initiatives to drive customer growth.  |

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