

Job Title	Development Officer - Transport
Team	Strategic Transport
Reporting To	Head of Transport Strategy / Head of Transport Development

About your role

The role will actively support the development of workstreams to identify transport strategy and delivery solutions, which facilitate a high-quality sustainable transport offering to realise the ambition of the SYMCA Strategic Economic Plan and Local Transport Strategy.

Working with local, regional, and national partners to influence, shape and secure resources and develop strategic propositions and intervention proposals that will be delivered through the SYMCA's Strategic Transport Team and strategic delivery partners.

Why is your role important or how does it add value?

- Developing successful relationships with our internal and external partners to deliver transport solutions for strategic and operational needs.
- Support the continuing development of the role of the Strategic Transport Team as a key contributor to regional transport activity.
- Be an advocate for cross SYMCA team working to ensure successful development of transport programmes.

What are the tasks or work areas you are responsible for?

- Support the development of projects and programmes in line with transport strategies and plans in the SYMCA region, through delivery of transport solutions ensuring the highest quality of outcomes and benefits for all travellers.
- Develop effective internal and external working relationships across all internal business areas, external partners, and stakeholders to ensure the provision and delivery of joined up projects.
- Through data analysis and partnership working, identify measurable progress indicators against which future performance can be monitored and evaluated, ensuring continuous improvement.
- Proactively support the development of new propositions to secure either substantial financial investment and/or additional freedoms or flexibilities from Government.
- Coordinate the contribution of multiple partners to collaborative regional activities by providing clear lines of communication and milestone requirements.
- Proactively support the development of new transport strategy and plan documents, through collaboration with partners, wider stakeholders and transport networks.
- Support the development of specifications for the commissioning/procurement of transport related services and act as client support for the commission.
- Representing the SYMCA, Infrastructure and Place Directorate, and the Strategic Transport Team at internal and external events and meetings to either support or attend on behalf of Line Manager

- Responsible for ensuring the community, businesses, partners, and stakeholders are kept informed about progress on the development of projects.
- Develop and maintain knowledge of local and national policies and undertake research into best practice relating to transport, in order to inform the development and refinement of SYMCA transport strategy.
- Actively participate in cross-functional groups to solve problems across projects and provide resources and organisational structure to promote collaborative initiatives.
- Contribute information and data in a timely, concise and accurate manner, to inform the production of Board reports as required.
- Ability to reprioritise tasks and respond to urgent requests for support or information, by collaborating with internal and external partners as necessary, including local political representatives.

About You

What kind of behaviours are important?	
Ambition	Does not give in easily, prepared to stick at things to get something finished - persistent
	A consistent and persistent focus on what matters most for delivery
Innovative	Urgency in identifying problems and finding imaginative ways to solve them – avoiding added bureaucracy or unnecessary work
	Willing to be challenged by colleagues – and to bring constructive challenge and support
Integrity	Organised and structured in how they work, demonstrating good personal time management
	Able to balance conflicting demands on their time, prioritises their workload well
Collaborative	Open minded to the ideas, contribution or comments from colleagues, does not dismiss what others have to say
	Willingly adapts their style to suit different situations
Flexible	Moves quickly to get things done, invests additional effort if needed to meet a deadline or a goal
	Open minded and receptive to new ideas and suggestions, acknowledges the benefit of change even if they have personal concerns
Impact	Understands the purpose of the organisation, knows the vision and the strategic intention of the organisation
	Sees opportunities to make processes or how they work better, speaks up and shares their ideas

What qualifications or wider knowledge do you need?	rank	Measure
Educated to degree level or equivalent work experience	E	A
Working knowledge of the delivery and development of transport strategy and programmes.	E	A/I
Knowledge of the challenges and opportunities facing the regional transport network.	E	I
Knowledge of transport planning and policy	E	A/I
Working knowledge of programme management techniques.	D	I

Working knowledge of GIS	D	I
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What previous experience is needed?	Rank	Measure
Previous experience of supporting strategy development, bid development and making the strategic case for transport solutions	E	A/I
Previous experience of supporting transport scheme design and evaluation	E	A/I
Experience of interpreting and interrogating data to inform the development of strategy, projects and programmes.	E	A/I
Experience of providing advice and guidance to managers at all levels of seniority, external agencies, and other forums on a regular basis.	E	I
Experience of working on multi-modal transport projects or activities.	E	A/I
Experience of partnership working with a range of external organisations including local authorities, other public sector bodies and transport operators.	E	A/I
Experience of presenting complex material to external stakeholders.	E	I
Experience of working on projects relating to the delivery of Net Zero, sustainability and inclusivity across the transport system in a local/regional/national context.	E	A/I

What skills should you have?	Rank	Measure
Strong communication skills in producing and presenting quality documentation including reports, ensuring they are suitable for a wide range of different audiences.	E	A/I
Strong analytical skills applied to carrying out research and developing evidence-based programmes.	E	A/I
Strong organisation and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative to complete tasks under minimal supervision.	E	A/I
The ability to understand complexity and give accurate concise presentations and advice to decision makers and more senior colleagues.	E	A/I
Ability to work at senior levels, sometimes in areas of tension and conflict with evidence of sound judgement.	E	A/I
Ability and skilled in defining a clear scope of work for external providers, commissioning work and managing numerous commissions in tandem.	E	A/I