

## Passenger Transport Manager

**Salary:** band 14 £64,473 - £70,834 per annum

**Hours:** 37 hours per week

**Contract:** Permanent

Portsmouth City Council is a dynamic authority with a proven track record of partnership working, bus passenger growth and one of the largest Bus Service Improvement Plan awards. As the UK 's only island city, Portsmouth has a twenty year plus history of bus priority and integrated transport which is currently seeing investment of over £150 million in buses and active travel and enjoys well-established working relationships with local bus operators on which this role will help us build so buses can deliver strongly for health, social and economic outcomes.

This post will lead in the delivery of Portsmouth's statutory functions of the Local Transport Authority. It will embed a strategic and evidence based approach to delivery and ensuring public transport is at the heart of our delivery programmes. The post holder will lead a diverse team and will work closely with colleagues, councillors, and key stakeholders to shape the city's public transport offer and deliver against the transport strategy and wider corporate objectives.

The post holder will work in the Economy, Transport and Planning Directorate and will be responsible for ensuring delivery against key statutory functions such as English National Concessionary Travel scheme, Tendered and supported bus services, Home to School Transport operations, Fleet Management of the council's vehicles, Park & Ride and Hard Public Transport Interchange operations.

This is a great time to join the Transport Service at Portsmouth City Council as we have an ambitious, high-profile pipeline of projects coming forward in the city and you will be joining an enthusiastic team. As a service we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference.

### What is the role?

You will lead a team within the Transport Service, and be responsible for:

- Providing strategic leadership for all aspects of the council's Passenger Transport Team.
- Passenger Transport operations and infrastructure including the management of Portsmouth's core network and bus stop infrastructure delivery.
- Tendered and supported bus services.
- English National Concessionary Travel Scheme.
- Hard Public Transport Interchange and Portsmouth Park & Ride transport operations.

- Home to School Transport for mainstream pupils and home to school transportation for children and young people with additional and special educational needs and disabilities.
- Fleet Management for council vehicles, including the procurement of new vehicles and ongoing maintenance regimes in accordance with legislation for 160 council vehicles used for the delivery of essential services.
- To contribute to policy formulation at a strategic level and provide advice and guidance to the Assistant Director for Economy, Planning and Transport.
- To lead the Passenger Transport Team in the delivery of best practice and value for money through the establishment of effective systems, targets and performance management that secures high standards of service delivery and positive outcomes consistent with the council's policies.
- To ensure an effective level of integrated service delivery and strong partnership working across the service and with key partners and stakeholders.
- This role will undertake research to identify and qualify external funding opportunities to ensure Portsmouth City Council is bidding for money to fund the delivery of transport projects that will drive public transport usage and passenger satisfaction within the city.
- Continue to build strong working relationships with transport operators, including Portsmouth's bus operators and neighbouring Local Highway Authorities
- Working with your team to deliver key aspects of the transport service's business plan
- Contributing to decisions made across the Council, with the aim of establishing public transport improvements in all aspects of Council delivery
- Presenting briefing notes and formal reports for relevant Committee Meetings, Boards and external meetings
- Performing any other duties consistent with the nature and grade of the role as agreed with the line manager

## **Who is the person?**

You need to have:

- A Relevant degree level education OR relevant work experience
- A Master's degree in a relevant discipline (desirable)
- Membership of a professional body (desirable)
- An excellent understanding of the different strands of public transport and the impact that transport has upon it and the wider social, environmental and economic impacts
- Demonstrable experience of managing, motivating and developing staff, ensuring resources are well planned and work delivered with targets achieved
- Proven ability to represent the service with direction at highly challenging internal/ external meetings, with integrity and confidence
- High levels of verbal communication and reasoning, putting forward persuasive and compelling arguments

- Ability to communicate messages (which may be complicated or sensitive) clearly, concisely and at a level appropriate to the audience, who may not be specialists in public transport
- Excellent writing skills including the ability to write clear, basic and appropriate information for reports, articles and briefing papers including technical and Cabinet reports where necessary
- Demonstrable experience of working with neighbouring authorities and bus operators on strategic transport issues
- Experience of dealing with financial and budget management for large projects and programmes
- Ability to demonstrate higher level thinking skills, in order to think through issues, make connections and establish solutions which draw on this bigger picture view of transport and environmental improvement
- Able to make connections between disparate issues, and creatively combine solutions to solve multiple problems
- Ability to work independently and proactively, along with the ability to prioritise competing priorities
- Ability to build credible working relationships, build rapport and negotiate, handle issues with and influence others
- Able to develop positive partnership ways of working, with a range of stakeholders and a commitment to providing customer service of the highest standard
- Well-developed project management and delivery skills, including skills for coordination, liaison and the ability to plan, manage, lead and monitor projects and teams
- An excellent working knowledge of Microsoft applications and general IT skills

## **Additional Information**

### **General Data Protection Regulation (GDPR)**

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.