

NORTH EAST of SCOTLAND TRANSPORT PARTNERSHIP JOB DESCRIPTION

POST TITLE : Partnership Director
SALARY GRADE : Chief Officer JNC 30 - £91,688

The North East of Scotland Transport Partnership is one of seven statutory RTPs established under the Transport (Scotland) Act 2005. It covers the areas of Aberdeen City and Aberdeenshire Councils and is managed through a Board of 12, comprising 4 Councillors from each of Aberdeen City and Aberdeenshire and 4 non-Councillor members appointed by the Minister for Transport.

JOB PURPOSE

Advise the Partnership Board on all aspects of its transport responsibilities, directing the work of the Partnership Executive and liaising with other transport stakeholders to ensure that the Partnership's responsibilities and budget are effectively delivered.

REPORTING RELATIONSHIPS

To the Partnership Board and in particular to the Chair of the Board.

MAJOR TASKS

1. Provide effective direction to the operation of the Partnership Board and Executive in meeting the Partnership's statutory responsibilities and Business Plan.
2. Direct and manage the resources available to the Partnership to ensure the effective development and delivery of its regional transport strategy.
3. Develop effective working relationships with other agencies, and conducting consultations as appropriate, to secure public support and improve transport in the region.

ACCOUNTABILITIES

1. Ensure the Partnership Board is effectively serviced and properly and effectively discharges its statutory responsibilities.
2. Guide the Board in setting its overall objectives and operational plans.
3. Ensure the north east's transport needs, regional transport strategy and priority projects are communicated to and supported by Government and other stakeholders.
4. Manage the Partnership's staff and financial resources efficiently to meet its statutory responsibilities and achieve its Business Plan.
5. Set performance targets and monitor and report on these to the Board and others (including auditors) as required, with a focus on performance management and outcomes.
6. Build effective relationships with the constituent Councils.
7. Apply innovative thinking around the function of the Partnership, with a focus on opportunities for new ways of working and what new technologies might offer to the Partnership.

This is intended to provide a concise statement of the major tasks and accountabilities of the post. It is not an exhaustive list of all duties and there may be changes, with due notice and consultation, to the tasks assigned to this post.

NORTH EAST OF SCOTLAND TRANSPORT PARTNERSHIP

PERSON SPECIFICATION

POST TITLE : PARTNERSHIP DIRECTOR

Factor	Essential	Highly Desirable
Relevant Knowledge and Experience	• Senior experience of working to Boards or Committees responsible for transport in the public or private sectors. • Sound knowledge of relevant legislation and procedures. • Extensive experience of developing transport strategies and delivering transport projects. • Senior managerial experience in the public or private sector.	• Successful experience of operating in Partnerships. • Familiarity with local and national organisations involved in transport.
Qualifications and Attainments	• Relevant academic and professional qualification.	
Skills	• Excellent communication and presentation skills, written and oral. • Excellent negotiating skills. • Excellent project management skills including forward planning and analysis. • Proven ability to deal with senior level personnel in government and private sectors. • Digital skills relevant to the role	• Ability to contribute to and to influence the wider national transportation debate. • Proven ability to deal with media both on a proactive and reactive basis.
Qualities	• Commitment • Integrity • Vision • Dynamism	
Other Requirements	• Representing the Partnership at events outwith the North East.	