# TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

# JOB DESCRIPTION

**Job Title : Strategy Manager**
**Location : Partnership Headquarters, Perth**
**Responsible to : Senior Partnership Manager**
**Salary/Grade : SCP 78 – 83 (£54,596 – £58,782)**
**Hours : 37 hours per week, full time**

---

The Tayside and Central Scotland Transport Partnership (Tactran) is one of seven statutory Regional Transport Partnerships established under the Transport (Scotland) Act 2005, with responsibility for developing and overseeing the delivery of a statutory Regional Transport Strategy. Tactran covers the areas of Angus, Dundee City, Perth & Kinross and Stirling Councils. It is managed through a Partnership Board of 15, comprising 10 Councillors appointed by the four constituent Councils and 5 non-Councillor members. The Partnership's Executive Team, currently comprising 7 staff, is located in Bordeaux House, Kinnoull Street, Perth.

## JOB PURPOSE

To provide professional and technical support and input to the development, implementation and monitoring of the Regional Transport Strategy, the Regional Transport Strategy Delivery Plan and associated delivery programmes and the Partnership's input and contribution to Development Planning, Community Planning and City Deals.

## REPORTING RELATIONSHIPS

The post reports to and works under the general direction and control of the Senior Partnership Manager and has current line management responsibility for 2 members of staff.

## MAIN DUTIES AND RESPONSIBILITIES

1. All aspects of development, review, monitoring and implementation of the Regional Transport Strategy and sub-Strategies including liaison with staff of partner Councils, Transport Scotland, other RTPs, transport providers and other key stakeholders.
2. Development, monitoring and implementation of the Regional Transport Strategy Delivery Plan and associated programmes.
3. Supporting alignment of Regional Transport Strategy policy and delivery priorities with the National Transport Strategy, Strategic Transport Projects Review and other relevant national strategies and initiatives.
4. Contributing to and supporting the development and delivery of City Deals.
5. Procurement of effective and efficient delivery of projects, including the selection and management of external contractors and consultants as required, in accordance with the principles of Best Value.
6. Management of public and other consultations on Strategy and project development and delivery
7. Supporting the operation and management of Regional Stakeholder Forums
8. Appraisal of projects through the Regional Transport Model(s) and in accordance with Scottish Transport Appraisal Guidance (STAG) and other relevant appraisal processes
9. Liaising with staff in other Regional Transport Partnerships on cross-boundary project interfaces.

10. Contributing to and supporting Development Planning processes.
11. Contributing to and supporting Community Planning and the delivery of local and national outcomes.
12. Contributing to responses to consultations on relevant policy and project delivery matters.
13. Producing and presenting reports to the Partnership Board and other forums
14. Line managing staff in accordance with approved staffing structures
15. Deputising for the Senior Partnership Manager.

The post holder may be required to perform duties other than and in addition to those specified above. The particular duties and responsibilities may be varied from time to time without changing the general character of duties or the level of responsibility entailed.

## PRINCIPAL WORKING CONTACTS

1. Senior Partnership Manager and other Partnership Executive staff
2. Partnership Board members, advisors and observers
3. Officers of constituent Councils
4. Officials of Transport Scotland and Scottish Government
5. Officers of other Regional Transport Partnerships
6. Officers of Development Planning Authorities
7. Officers of Community Planning Partnerships
8. Officers of Health Boards and other public sector bodies
9. Transport providers including active travel, bus, rail, ports and air
10. Transport agencies and interest groups
11. Enterprise Companies, trade and business associations and other private sector groups
12. Contractors and consultants
13. Community Councils and other community interest groups
14. Members of the public

# PERSON SPECIFICATION

**POST TITLE** : **STRATEGY MANAGER**

| FACTOR | ESSENTIAL | DESIRABLE |
|---|---|---|
| **Relevant Knowledge and Experience** | Experience of developing transportation policies and strategies within an RTP, local authority or governmental environment.<br><br>Experience in the procurement and management of consultants and projects<br><br>Familiar with Transportation Appraisal techniques e.g. Scottish Transport Appraisal Guidance (STAG)<br><br>Knowledge of appropriate legislation and procedures.<br><br>Knowledge of transport and travel assessment processes, including Integrated Impacts Assessments (IIA), Strategic Environmental Assessment (SEA) and associated review methodologies.<br><br>Knowledge of the development planning process and associated policy documents. | Experience of public transport, freight operations and decarbonisation of transport.<br><br>Experience of working with other key transport stakeholders for example Community Planning Partnerships and Health Boards.<br><br>Experience of transport software and modelling techniques and applications.<br><br>Experience of delivering significant transport or other major infrastructure projects in the public or private sector |
| **Qualifications and Attainments** | Relevant degree or postgraduate qualification and/or equivalent experience.<br><br>Membership or working towards membership of relevant professional body (e.g. MRTPI/MICE/MCILT). | Appropriate professional qualification (e.g. MRTPI/MICE/MCILT).<br><br>Relevant postgraduate qualification. |
| **Skills** | Excellent oral and written communication skills.<br><br>Ability to think strategically.<br><br>Forward planning/analytical skills.<br><br>Ability to achieve objectives.<br><br>Ability to work with wide range of stakeholders. | |
| **Qualities** | Highly organised with ability to work flexibly, plan and produce work to high standards within exacting deadlines.<br><br>Integrity.<br><br>Team player. | |

| | | |
|---|---|---|
| | Ability to manage a team. | |
| **Other Requirements** | Ability to represent Tactran at meetings and events within and out with Tactran region. | |