



Post of

Partnership Director

Recruitment Pack

SEStran Partnership Director

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Relevant SEStran Publications:

1. Regional Transport Strategy

<https://sestran.gov.uk/projects/a-new-regional-transport-strategy-sestran-2035/>

2. Annual Report 2020-2021

https://sestran.gov.uk/wp-content/uploads/2022/05/SEStran-AR-2020_21_FINAL.pdf

3. Business Plan 2021 - 2024

<https://sestran.gov.uk/wp-content/uploads/2021/08/2021-24-Business-Plan-FINAL.pdf>

4. Governance Scheme

<https://sestran.gov.uk/publications/sestran-governance-scheme/>

Partnership Director

SEStran is a statutory partnership covering the area served by the eight local authorities in East Central and South East Scotland. We are seeking to appoint an outstanding individual to be the Chief Officer of the Partnership and lead the ongoing process to prepare and deliver the transport strategy for an area with the strongest economic growth in Scotland.

In this challenging role, you will be a strong leader with strategic vision and excellent communication and organisational skills. You will have a successful track record at senior level in a large and complex organisation. This will include strategy development and implementation, as well as project management. A relevant degree and membership of a professional body are essential.

Applications	Recruitment Arrangements SEStran invites applications for the post of Partnership Director. This information pack has been prepared for the information and assistance of prospective candidates. All candidates must complete the application form and equal opportunities monitoring form. To facilitate the recruitment process it is important that you complete all sections of the application form. You may also submit additional relevant material in support of your application.
Employment References	Employment references will only be taken up for the candidate being recommended for appointment. If you wish to be advised prior to your referees being invited to submit a reference, please indicate this clearly beside the names of your referees.
Completed Application	Completed application forms should be submitted by 22 August 2022 to: Angela Chambers Email: angela.chambers@sestran.gov.uk
Interview Arrangements and Provisional Timetable	Candidates selected for progression will be advised of the arrangements as soon as possible after the closing date. The appointments panel will be Cllr Colin Davidson, SEStran Chair, Cllr Russell Imrie, SEStran Chair of Performance and Audit Committee and Dr Doreen Steele, SEStran Board Member.

The provisional timetable is:

- Closing date 22nd August 2022
- Short-list meeting w/c 30th August 2022
- Assessment centre w/c 5th September
- Assessment centre outcomes w/c 12th September 2022
- Final interviews w/c 26th September 2022

Should you have any queries or questions about the role or the recruitment process, please contact Evelyn Dougherty or Amy Billington at Solace in Business on 020 7976 3311 who will be able to assist and will be happy to coordinate a conversation with Jim Grieve, current Partnership Director for SEStran.

Health Screening	The successful candidate will be required to complete a confidential medical questionnaire and, if required, attend for a medical examination.
Asylum and Immigration Act 1996	This Act requires that any new employee recruited is eligible to work in the UK. The successful candidate will be required to provide original evidence of his/her eligibility to work in the UK, e.g. National Insurance Number or visa/work permit.
Baseline Personnel Security Standard (BPSS)	The successful candidate will be required to obtain BPSS clearance prior to appointment. This is a pre-employment check which involves verification of the following: Identity; employment history; nationality and immigration status and “unspent” criminal record (Basic Disclosure certificate required).
Canvassing	Candidates should note that canvassing members of the SEStran Board, directly or indirectly, in connection with this post shall disqualify them.
Evidence of Qualifications	Candidates will be required to submit evidence of their qualifications to the interview.
Provision of False Information	Candidates should also note that the provision of false information or the omission of material information in the application, or at interview, may lead to summary dismissal.

SEStran

Profile SEStran covers an area of 8236 square kilometres, with a population of over 1.54 million people. Taking in eight local authority areas, it stretches from the river Tweed in Scottish Borders to the river Tay estuary in NE Fife and extends west to Falkirk in the central belt. At its hub is Edinburgh, one of the most economically dynamic cities in Europe.

Arguably one of the biggest transport challenges facing SEStran is created by the strong economy of the city of Edinburgh and its surrounding council areas as an economic growth engine for the Scottish economy generally. Sustained economic growth has seen increasing long distance commuting, pressure on both road and public transport infrastructure, and greater environmental impacts caused by steadily increasing road traffic. Connectivity between regional growth centres is also an emerging issue.

The diversity of the region brings with it a wide range of other transport challenges. Amongst them access to jobs from areas that have suffered industrial decline, and access to basic services in thinly populated areas relatively remote from the urban core of the region.

SEStran was duly constituted under the Transport (Scotland) Act 2005 as a Statutory Partnership. The Partnership has a remit to produce and maintain a Regional Transport Strategy

Summary of Terms and Conditions of Employment

Partnership Director

The conditions of service applicable to the post are those set out in the National Agreement on Pay and Conditions of Service of the Joint Negotiating Committee for Chief Officials of Local Authorities (Scotland), as adopted by SEStran.

Salary The salary for the post is points 29-33 on the JNC Chief Officer scale, £80,336 - £88,322 (April 2021 rates) and appointment will be dependent on demonstrated experience and capability.

Contract The position is a permanent contract.

Location The post will be based in Victoria Quay, Leith, Edinburgh; however, during your employment you may be required to work at any workplace within the area of the Partnership and occasionally in other European countries.

A hybrid working arrangement is in place for all staff, which consists of a minimum of 2 days office based working.

Pension Fund Employees may join the Lothian Pension Fund scheme. Employee basic contribution range is 9.1 - 9.4 % of salary.

Sick Pay In accordance with the above Scheme of Salaries and Conditions of Service which provides, during the first year of service 5 weeks at full allowance and 5 weeks at half allowance rising after 5 years to 26 weeks at full allowance and 26 weeks at half allowance.

Hours of Work The Partnership's working week is 37 hours and operates a flexible working policy for staff.

The hours worked will be those required to fulfil the duties and responsibilities attached to this position.

Holiday Entitlement Annual holiday entitlement is 30-35 days, depending on length of service. There are also 4 public holidays in a year.

Removal and Disturbance	The Partnership will make provisions for a Relocation Scheme providing financial assistance, in appropriate cases, up to a maximum of £6,000.
Trade Union Membership	The Partnership encourages all employees to become members of an appropriate recognised Trade Union.
Period of Notice	Appointment subject to termination by either side giving 12 weeks' written notice.
Political Restriction	The post is politically restricted under the terms of the Local Government Housing Act 1989. This means that the post holder is restricted in his/her activity with a political party.

SOUTH EAST SCOTLAND TRANSPORT PARTNERSHIP (SESTRAN)

JOB SPECIFICATION

- PARTNERSHIP DIRECTOR –

Post responsible to

The Board of the South East Scotland Transport Partnership, a Regional Transport Partnership, (The Transport (Scotland) Act 2005).

Background to post

The South East Scotland Transport Partnership (SEStran), is a regional transport partnership (RTP), working alongside the Scottish Government and Transport Scotland, with a statutory duty to prepare regional transport strategies in line with statutory guidance from the Scottish Government as set out in The Transport (Scotland) Act 2005. The Board is formed of 8 constituent member Authorities being Fife, Clackmannanshire; Falkirk; Mid, East and West Lothian; Edinburgh, and Scottish Borders. Members include 20 Local Authority Members supplemented by 9 external members appointed to provide their own expertise.

Purpose and requirements of the Post

The Partnership Director is the chief officer of the Partnership and is responsible for discharging the statutory remit, and approval of strategic regional transport plans for the region on behalf of the partnership in accordance with the policy of the Board and its statutory requirements. This involves the production and implementation of a complex regional transport strategy covering all of the regional areas of the constituent councils. The position will require extensive and broad consultation to inform strategies that will enjoy broad public support and improve transport in the region. Each partnership is required to work proactively with other RTPs, particularly where the transport needs of one region are met by infrastructure or services located or originating in a neighbouring region.

In line with the requirements of the Scottish Government, the Partnership Director is to direct, lead and manage SEStran to:-

1. Provide vision and objectives for transport in the region over the long term (10-15 year) perspective and communicate and engage with all stakeholders and the wider community.
2. Provide analysis of the current situation, transport needs and problems of the region.
3. Set out a programme of activities, projects and interventions, that is prioritised and costed, and which will contribute to the achievement of regional transport objectives and of the constituent councils and other stakeholders.
4. Inform the implementation and investment planning, setting out how the strategy will be achieved and its programme of activities delivered using funding at the partnership's disposal, including funding committed from stakeholders (including the Scottish Government).
5. Identify any additional measures that would be dependent on further contributions from a range of possible stakeholders and to make the case for any additional contributions from those stakeholders, including the Scottish Government.
6. Provide a statutory framework and key policy guidance for Local Transport Strategies by setting regional transport objectives including outlining, where appropriate, how the exercise of functions is to be shared between the regional and local levels
7. Complement the National Transport Strategy (NTS) and Strategic Transport Projects Review (STPR), including influencing the current and ongoing review of these, and to provide input to other national transport studies and strategies.
8. Manage the process and all the inputs required to successfully bring forward and maintain the RTS.
9. Manage the specification, development and implementation of key projects prescribed in the strategy.
10. Appoint, inform and project manage consultants, or specialists retained to provide technical services such as transport modelling and transport related projects.
11. Manage finance and funding allocated to the Partnership by Local Authorities, the Scottish Government, Transport Scotland and any other sources.
12. Promote SEStran and its aims and objectives to and within the wider transport network, locally, regionally, within Scotland and the UK as a whole.

13. Act as the chief officer advocate for the Partnership with partner Councils, Transport Scotland, Scottish Government and other relevant organisations in terms of promoting and realising the evolving RTS, its key objectives and delivery elements with potential funders.
14. The Partnership Director will lead a team of 10 staff.

Main duties and responsibilities

Direction - formulation and direction of effective Regional Transport Strategy and implementation plans

The post holder will provide the requisite clarity of vision and leadership to develop policies and initiatives that promote and support the transport strategies and statutory requirements of the Partnership in respect of:-

- determining regional transport needs, costs, funding and practicality of provision;
- meeting the different/particular needs of areas within the partnership; e.g. in respect of remoteness or sparsity of population.
- meeting the need for efficient transport links between heavily populated areas/places
- response to social and economic well being within the region
- promotion of public safety, road safety and safety of public transport users
- consistency with the principle of sustainable development and to conserve and enhance the environment
- encouraging equal opportunities, particularly the observance of equal opportunities requirements
- facilitating access to hospitals, clinics, surgeries and other places of health service provision.
- integration with transport elsewhere, and integration between public transport modes
- Supporting national policy to achieve nationally set carbon reduction targets as set out the updated Climate Action Plan published in December 2020.

Strategies must balance and integrate many varied and competing demands and should be aspirational in nature with outcomes that contribute to the overall vision, aims and objectives set out in current national policies. The National Transport Strategy 2 published by Scottish Government in February 2020 is the primary transport policy statement.

In reviewing and updating the Regional Transport Strategy, from the process of initial scoping and assessment of future trends over the period of the RTS the Partnership Director will produce an “issues report” and parallel with this, in full consultation, a vision statement. The result will be a specific set of objectives that will steer the order of priority in which different elements of the provision, development and improvement of transport shall be undertaken and set out how the Partnership’s functions will be exercised within the strategy, and what extra or necessary resources are required to facilitate this.

The RTS strategy (10 – 15 years) provides the framework and context for subsidiary plans. Plans should include:

- Programmed Investment Plan: a 5-10 year plan developed with Local Authority Partners, setting out a coherent required programme of capital investment to meet the vision and objectives of the RTS.
- Business Plan: 3 year plan for the implementation of projects consistent with RTS, updated annually to reflect local and central government planning and funding cycles to support the implementation of the investment plan.
- Annual report: a yearly update of progress.

Management - Prioritising, forward planning and implementation

This will include appraising the available options as to feasibility and deliverability, levels of control and influence and levels of commitment, practicality and cost over a significant timeframe. This process requires pro-active engagement with the constituent members of the Partnership and other interested parties leading to an effective consultation process in formulation and implementation of the strategy.

The Partnership Director will be responsible for identifying, leading and supporting delivery “agents” for each of the component parts/functions of the transport strategy and its sub plans.

Impact - Communication, consultation, influence, approval, publication

Public consultation and targeted stakeholder consultations are required to inform the overall direction of the Partnership’s RTS and will also influence the RTS delivery programme(s). These processes will meet consultation requirements set out in Scottish Government’s RTS guidance and in relation to Strategic Environmental Assessment (SEA) and Equalities Impact Assessment (EqIA) and related legislation.

The Partnership Director represents SEStran at its highest level and is responsible for how the Partnership influences its constituent members (statutory consultees) and others in contributing to the achievement of regional objectives and the fulfilment of the regional strategy. This will include communication, consultation and participation with/by such bodies and organisations as, for example, councils, health service providers, transport operators, infrastructure providers and the Scottish Government, Transport Scotland and neighbouring RTPs. The relationship will require ongoing engagement and close involvement in the drawing up and circulation of the strategy so as to ensure full co-operation, commitment and successful integration.

The Partnership Director has a major advocacy role with and within partner Councils, Community Planning Partnerships, with Transport Scotland and Scottish Government, and through various other groups and fora, in terms of advocating the purpose and contribution of the RTS, its implementation and delivery, and SEStran's contribution towards achieving national, regional and local outcomes.

The Partnership Director produces and submits an annual report to Scottish Ministers. This report also details the outcome of the review process in terms of meeting target and performance indicators, and is circulated to all constituent members of the Partnership and others who provide funding.

The Scottish Government works with each of the RTP's to share successes and promote further improvements and progress. To this end there will be regular meetings with the Scottish Government to share information, report progress, identify and address issues and discuss matters of mutual interest.

Review - Quality improvement, modification and renewal

The Partnership Director shall ensure the implementation and management of robust and sustainable monitoring, reporting and review procedures which will measure progress against objectives, targets and performance indicators contained within the transport strategy.

Information in relation to public acceptability/desirability and the feasibility/deliverability of schemes which are dependent upon other organisations should provide factors for appraising options and setting priorities. Such user feedback systems should also provide valuable sources of information as to the public perception of current transport infrastructure and the post holder should manage and nurture appropriate, effective consultative forums to provide input to the strategy and feedback on the progress of the RTS implementation.

Strategies and resultant activities should ensure that new initiatives represent value for money, that the existing assets and services are maintained, and that limited resources are spent efficiently and effectively.

Resource management

- The primary activities of the Partnership are the responsibility of the Partnership Director.
- Financial authority: Management of a working budget formed from a collective fund provided by the Scottish Government, Constituent Members of the Partnership and other sources. Financial and treasury roles will be provided by nominated Constituent Member authorities as to Standing Orders for the Body, who will produce Annual accounts and a Statement of Recommended Practice (SORP) to guidelines from CIPFA/LASAAC
- Lead a team of professional and support staff and manage appointments, development and discipline
- Human resource, legal, and administrative assistance and support will be provided by nominated Constituent Member authorities, or approved consultant/agency.

Relationships and contacts

- Partnership Board - 8 Constituent authorities
- 20 local authority members and 9 external members
- Officials of the Scottish Government and Scottish Ministers
- Central (UK) government ministers and officials
- Other RTP's (6)
- Transport Scotland
- Specialist consultancy providers
- Health service providers
- Chambers of Commerce
- Scottish Enterprise
- Private companies/partnership or delivery agents
- Transport industry consultative political groups (safety; road haulage; etc)
- Public transport operators and bodies. Freight transport operators and bodies (as above for interested or political lobbyists etc)
- Emergency services
- Port, bridge, airport authorities
- Schools
- Community groups
- Universities and other educational or research institutes
- Relevant professional bodies
- Media

SOUTH EAST SCOTLAND TRANSPORT PARTNERSHIP (SESTRAN)

PERSON SPECIFICATION

- PARTNERSHIP DIRECTOR

PERSON SPECIFICATION

PARTNERSHIP DIRECTOR

FACTOR	ESSENTIAL	DESIRABLE
Relevant Knowledge and Experience	<p>Proven managerial and leadership experience at a senior level with a large, complex and transparent/publicly accountable organisation.</p> <p>Skilled in building consensus with stakeholders</p> <p>Proven experience of developing and implementing integrated policies/strategies in a relevant public policy area.</p> <p>Experience or thorough understanding of Regional Transport Strategy legislation and guidance, related transport legislation and key linkages with other plans and strategies – e.g. Land Use/Planning; Health; etc.</p> <p>Proven experience of successfully managing, monitoring and reporting on significant revenue and capital budgets, programmes and expenditure.</p> <p>Experience in the procurement and management of consultants and projects.</p> <p>Significant experience in preparing and presenting complex and comprehensive reports to governing bodies and other audiences.</p>	<p>Experience of public transport and/or freight operations.</p> <p>Experience of transport software and modelling techniques and applications.</p> <p>Experience of delivering significant transport or other major infrastructure projects in the public or private sector.</p> <p>Experience of identifying and securing sources of funding, preparation and submission of funding bids.</p> <p>Experience or understanding of Community Planning legislation and processes.</p> <p>Experience or thorough understanding of transport policy development, approval and monitoring processes within an RTP, local authority or governmental environment.</p> <p>Thorough understanding of Transportation Appraisal techniques e.g. Scottish Transport Appraisal Guidance (STAG) and</p>

	Experience of managing media relationships and making presentations to widely different audiences.	Strategic Environmental Assessment (SEA).
Qualifications and Attainments	<p>Relevant degree and related professional experience.</p> <p>Relevant professional qualification and membership of a relevant professional body (e.g. MICE/MCILT/MRTPI).</p>	Relevant postgraduate qualification.
Skills	<p>Effective oral and written communication skills.</p> <p>Ability to think strategically and resolve complex issues/problems.</p> <p>Forward planning/analytical skills. Ability to establish and achieve objectives.</p> <p>Ability to lead and work with a wide range of stakeholders.</p>	
Qualities	<p>Professional and effective leadership skills and ability to stimulate commitment and pride within the Partnership</p> <p>Flexibility.</p> <p>Team player.</p> <p>Ability to deliver to exacting and competing deadlines.</p>	
Other Requirements	<p>Knowledge of Equalities legislation and commitment to delivery of related outcomes.</p> <p>Ability to engage effectively with and influence a wide range of national, regional and local stakeholders.</p>	