

Role Profile



Specification Manager

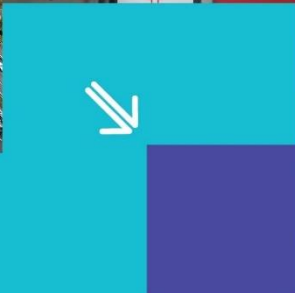
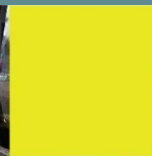
Job Family: Commissioning, Programme and Project

Grade: 5 Upper

Contract: Full time, Permanent

Reports to: Head of Programmes

Location: Flexible across the North of England, but with a requirement to regularly work from Leeds.



transportforthenorth.com

Role Purpose:

You will be a key member of the Rail North Partnership (RNP) Management Team. RNP is a partnership representing the Department for Transport (DfT) and the Transport for the North (TfN) as clients, working together to transform rail services across the north of England through joint management of rail passenger service contracts.

You will manage the delivery or control of large and complex programmes of work, working with senior internal/external stakeholders and partners to ensure delivery against business needs and objectives.

Responsible for supporting the specification management of passenger rail contract agreements on behalf of DfT and Transport for the North (TfN). Accountable for supporting the effective specification management of one or more passenger rail operators in the UK. To achieve this by creating a collaborative working environment in the development of requirements within rail operator service contracts.

You will be expected to ensure all work and outputs are executed to meet the requirements of relevant business strategies.

Key Accountabilities

Key Role Outputs (KROs) Key Actions

What must be achieved for the post-holder to be successful in the role *How the KROs will be achieved – the activities required*

1.	People Management	<ul style="list-style-type: none"> Manage professionals/specialists to deliver the required objectives. Provide individually tailored development support including timely feedback to enable high performance and appropriate career progression across the team.
2.	Project Management	<ul style="list-style-type: none"> Lead the implementation of medium to high scale programmes of work, working to mid-long-term timescales, to ensure delivery standards and the achievement of RNP objectives. Develop plans for the management/control of large/complex programmes of work and monitor performance against the plan to ensure agreed milestones are met.
3.	Stakeholder Management	<ul style="list-style-type: none"> Manage relationships with stakeholders, partners and contractors, in order to ensure all parties are informed and appraised of project progress, and objectives remain aligned.
4.	Collaboration	<ul style="list-style-type: none"> Manage relationships with key internal stakeholders in order to identify opportunities for improved efficiencies and collaboration across projects, to ensure DfT/ stakeholder/ partner satisfaction.



5.	Financial Management	<ul style="list-style-type: none"> Translate Rail North Partnership objectives into plans, costs and schedules, managing finances through accurate forecasting, to meet agreed time, quality and cost standards. Negotiate high-value, long-term contracts with contractors or suppliers, taking into consideration TfN's/DfT's future position, in order to secure the best possible commercial outcome.
6.	Data Collection and Analysis	<ul style="list-style-type: none"> Analyse and compile a range of complex data and documentation, using knowledge and work carried out by others to review options and provide recommendations in the project decision-making process.
7.	Policy and Process Development	<ul style="list-style-type: none"> Utilise knowledge and experience of industry best practice to develop processes and review policies on a workstream basis, ensuring changes are in line with TfN's/DfT's strategic objectives.
8.	Advice and Information	<ul style="list-style-type: none"> Act as a technical expert for the contract(s), providing subject matter advice to colleagues, in order to support successful delivery in line with business objectives.
9.	Risk Management and Compliance	<ul style="list-style-type: none"> Monitor and review the performance and behaviour of team members, ensuring compliance with TfN's and DfT's risk and compliance policy and codes of conduct. Assure compliance with contracts and frameworks in terms of delivery parameters and scope of service, to avoid unnecessary exposure to risk.
Key Deliverables		
1.	Lead and establish positive and effective relationships with stakeholders	<ul style="list-style-type: none"> Manage the relationship with client policy leads and subject matter experts. Manage the engagement with stakeholders during the development and testing of specifications. Attend and represent the team at the relevant policy forums. Build and maintain strong relationships with stakeholders developing trust, frank an open discussion to ensure the needs of all parties are met in the ongoing development of specifications.
2.	Specification Management of TOC Annual	<ul style="list-style-type: none"> Through continuous engagement with the TOC, in-life contract management team, DfT Annual Business Planning team, DfT and TfN Policy teams, TfN Member



	Business Planning programme	<p>authorities, Member working groups, Network Rail and Transport Focus, develop and make recommendations to ensure future business plans and commitments are cohesive, concise, practical, and have clear deliverables.</p> <ul style="list-style-type: none"> • Make recommendations for the design and continuous improvement, quality, and delivery of future business plans. • Over the extended business planning cycle lead the evaluation of the relevant Delivery Plans from draft to final submission and provide feedback to the TOC at all stages. • Coordinate the Collaborative Dialogue phase of the Annual Business Planning process. • Set up and chair specification workstreams, including Operational Performance Working Groups and Customer Experience Working Groups, between the Collaborative Dialogue and Negotiation phase, and additional subject specific working groups or ad-hoc meetings as required. • Own the relevant sections of the Performance Benchmark specification Document and update when required. • Manage Business Planning proforma's, templates and decision logs to ensure compliance with audit requirements.
3.	Specification Lead for special projects, rail passenger service contract procurement, or contract change	<ul style="list-style-type: none"> • Lead on developing the policy specification and operational specification, working closely with all members of Project Teams. • Manage Technical Advisors as and when required, including any evaluation and testing of options, including assessment and validation of proposals. • Lead on drafting an Invitation to Negotiate or Request for Plan, ensuring timely confirmation of specification requirements and publication. • Participate fully in the Negotiation and Commercial Close stages of projects, working closely with the other leads. • Support the preparation and development of Business Cases.



		<ul style="list-style-type: none"> • Ensure all Specification requirements are correctly drafted particularly at the Legal Close stage of the project. • Deliver an effective handover to the In-life contract management team.
Compulsory Outputs (COs) <i>What must be achieved for the post-holder to be successful in the role</i>		Key Actions <i>How the COs will be achieved – the activities required</i>
1.	Ensure you comply with all applicable organisational legislation and policy:	<ul style="list-style-type: none"> • TfN Safety Management System. • Dignity at Work policy. • GDPR and Freedom of Information. • Risk management. • TfN/DfT policies and procedures. • Equality and diversity legislation. • TfN Vision, Values and behaviors.
2.	Any other reasonable duties as required from time to time	<p>The post holder is expected to:</p> <ul style="list-style-type: none"> • Conduct themselves in a professional manner and with due courtesy at all times. • Be flexible within the workplace and adapt to meet the requirements of the organisation.
Key Interdependencies:		
Key Contacts		<ul style="list-style-type: none"> • Department for Transport • Rail North Partnership & Strategic Rail Director and Teams • Wider TfN/DfT Colleagues • Rail Operators - TPT & Northern • National Agencies including HS2 Ltd, Highways England, Network Rail & ORR • Officers of the various Combined Authorities, PTE's and Local Authorities across the North of England
Direct Reports		Technical Advisors as and when required
Budgetary Responsibility		None

Person Specification

Qualifications, knowledge, skills and experience required at selection stage:

EQ1	Degree in a relevant subject or equivalent experience.
EQ2	Professional qualification, chartered status or equivalent experience.
ES	Skills and Experience
ES1	Substantial knowledge of the transport industry with deep specialist knowledge within the rail contract service area.
ES2	Evidence of rail industry commercial knowledge and ability to develop credible relationships with industry leaders at executive level.
ES3	Ability to understand and communicate the DfT/Rail North Partnership strategic objectives to the rail industry.
ES4	Demonstrable experience of leading large and complex programmes of work.
ES5	Demonstrable experience in developing and evaluating business cases for major commercial changes.
ES6	Excellent communication skills with the ability to influence a wide range of stakeholders, partners and senior colleagues.
ES7	Subject matter expert in programme and project management with significant project management experience across a range of highly-complex projects.
ES8	Experience of leading a team in a senior level role.
ES9	Proven financial management skills and commercial acumen.
ES10	Reputation, ability and confidence to represent TfN in public, professional and stakeholder forums at a regional level.
ES12	Lead the management of a programme which contains a range of complex projects.
EC	Essential Behaviour Competencies
EC1	Cultivates Innovation - <i>Creates new and better ways for the organisation to be successful.</i>
EC2	Ensure Accountability - <i>Holds self and others accountable to achieve results, even under challenging circumstances.</i>
EC3	Collaborates - <i>Building partnerships and working collaboratively with others to meet shared objectives.</i>
EC4	Instils Trust - <i>Gaining the confidence and trust of others through honesty, integrity and authenticity.</i>
EC5	Financial Acumen - <i>Interpreting and applying understanding of key financial indicators to make better business decisions.</i>
EC6	Manages Complexity - <i>Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems.</i>
EC7	Action Orientated - <i>Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.</i>
EC8	Values Differences - <i>Recognising the value that different perspectives and cultures bring to an organisation.</i>
EC9	Communicates Effectively - <i>Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.</i>
EC10	Self-development - <i>Actively seeking new ways to grow and be challenged using both formal and informal development channels.</i>