

Organisation: Transport Focus

Role: Corporate Services Director

Location: London or Manchester

Salary: £85,000.00 gross per annum

Benefits: Generous pension scheme and 30 days annual leave (plus bank holidays), employee assistance programme, flexible working (minimum 2 days a week in the office).

About us

We are proud to be partnering exclusively with Transport Focus - the voice of Britain's transport user. They ensure they're at the centre of tomorrow's policy decisions and that future investment in the transport network is focused on their needs and experiences. They listen to the public and find out their experience of using, or trying to use, Great Britain's railways and England's bus, tram and major road networks. They bring together transport providers and share these views so problems can be fixed but if they are more challenging to resolve, publish an improvement plan. Their analysis, drawn from data and insight across the industry, puts the voice of the transport user at the heart of decision making – in Westminster, Cardiff, Holyrood and with the Mayors of our great city regions.

And that's where you come in!

This is an exciting opportunity for you to join an ambitious organisation at a pivotal time for transport users and for our people.

About you

Transport Focus are interested in the skills and experience you bring, not just the job titles on your resume. Reflecting our ambition and commitment to be more representative of all transport users, we aim to build teams that draw upon the widest range of experiences, talent and ideas, and for that reason welcome applications from the broadest range of backgrounds and communities.

What you will do

- Contribute to the overall leadership and development of the organisation, developing and implementing strategy where necessary and substituting for the Chief Executive where appropriate
- Provide senior, strategic leadership to the delivery of significant parts of the Business Plan supporting and over-seeing the work of multi-disciplinary teams
- Provide finance, procurement, governance, facilities and other advice to the Chief Executive and the Board, ensuring that the Accounting Officer's responsibilities are fulfilled
- Support the Head of Board and Governance in ensuring that all legal and mandatory responsibilities of the organisation are met, and that the governance of the organisation supports effective decision making and planning

- Ensure there are effective financial controls and reporting systems in place to allow resources to be allocated to business plan priorities

To be successful you will be

Essential:

- A strategic, inclusive leader with the ability to engage colleagues and stakeholders at all levels
- Committed to excellent standards of public service and passionate about the work of Transport Focus
- Experienced in operating at a strategic level with responsibility for finance and one or more other corporate service functions (e.g. IT, facilities, business planning, governance, project management, risk management)
- Experienced in delivering strategic, cross-cutting projects and managing change

Desirable:

- CCAB qualified accountant
- Public sector experience

Recruitment timetable

Application deadline is 5pm, Wednesday 26th November

Panel interviews are expected to go ahead in Manchester/London on 6th / 7th January

If you require an adjustment to enable you to apply for the post in a way that best suits you, please contact the HR team at recruitment@transportfocus.org.uk before you submit your application.

Corporate Services Director

Reports to: Chief Executive

Contract: Permanent

Location: Manchester or London

Transport Focus is the voice of Britain's transport users. We use our powerful insight to monitor, challenge and identify issues as they arise, to improve the user experience. Key to our success is our outstanding stakeholder network and the way this is leveraged to achieve results.

We are an executive non departmental public body, sponsored by the Department for Transport (DfT). We are led by a board of non-executive directors appointed by DfT, Scottish and Welsh Governments and the London Assembly, and run by a senior leadership team which is split between Manchester and London.

Role outline

Your role is to make sure Transport Focus is a resilient, efficient organisation that supports its colleagues to make the maximum possible impact for transport users. As a key member of the Senior Leadership Team, the post is responsible for financial management, business planning, procurement, HR, IT / digital, facilities, governance, corporate services, and risk management functions. You will have an ability to build strong relationships at all levels, including our Board and senior external stakeholders. You will be a qualified accountant who has experience over-seeing a range of corporate services functions and who can lead a multi-disciplinary team.

There are currently offices in London and Manchester. There is an expectation to work out of one of the offices, but there are opportunities for flexible working.

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- Provide finance, procurement, governance, facilities and other advice to the Chief Executive and the Board, ensuring that the Accounting Officer's responsibilities are fulfilled.
- Support the Head of Board and Governance in ensuring that all legal and mandatory responsibilities of the organisation are met, and that the governance of the organisation supports effective decision making and planning.
- Ensure there are effective financial controls and reporting systems in place to allow resources to be allocated to business plan priorities.
- Ensure that appropriate information and communication technology infrastructure and systems are in place and maintained. Develop and regularly review the ICT strategy, ensuring Transport Focus has what is required to deliver its statutory functions and business plan commitments.
- Ensure that accommodation and facilities are efficiently managed and support effective working for all Transport Focus colleagues, including those with additional needs.

- Ensure compliance with the finance aspects of the Framework document and Managing Public Money, as well as with guidance issued by the Cabinet Office and HM Treasury to secure unqualified audit reports.
- Ensure appropriate finance submissions and returns are made to the Department for Transport along with compliance with HM Revenue and Customs regulations.
- Oversee HR. Ensure the organisation is compliant in all areas and have HR initiatives in place that align to business plans and foster internal growth.
- Manage the Business Planning, budget setting and reporting process.
- Ensure the monthly payroll runs smoothly. Manage the contract with the outsourced payroll provider, including the links with the approved pension administration centre.
- Manage the annual pay remit process in line with Treasury and Departmental guidelines.

About you

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- Committed to excellent standards of public service and passionate about the work of Transport Focus.
- Experience of operating at a strategic level with responsibility for finance and one or more other corporate service functions (e.g. IT, facilities, business planning, governance, project management, risk management).
- Experience of delivering strategic, cross-cutting projects and managing change.

Desirable:

- CCAB qualified accountant.
- Public sector experience.

Our commitment to equality, diversity and inclusion

Transport Focus is committed to representing all transport users and our directors will inspire the organisation to think differently in terms of approach to this commitment. We must show that our work is representative, relevant, and useful. Diversity and inclusion is key to being able to do this effectively. We believe that everyone in society deserves the same chances in life. Having a diverse and inclusive organisation means we can tap into different perspectives and experiences to generate new ideas and initiatives, which will make our work more relevant and useful. We want Transport Focus to be a place for everybody and anybody to work. We aim to build teams that draw upon the widest range of experiences, talent, and ideas, and for that reason welcome applications from the broadest range of backgrounds and communities.



Alex Robertson
Chief Executive of Transport Focus

Thank you for your interest in this role. The role of Corporate Services Director at Transport Focus is a superb opportunity to play an important part in leading an influential organisation. Our work touches the lives of people right across the country every day.

I've been here for two years now, and it is a great place to work. Colleagues are passionate about what they're doing and care about each other. If you have the same approach you'll thrive here, learning new skills and building lasting relationships.

As our new Corporate Services Director, you will join Transport Focus at a critical time as we prepare to take on new powers as part of the Government's railway reforms. Running an efficient, effective organisation and getting ready for the change present a great challenge and opportunity for whoever is lucky enough to get the role. We will be in the spotlight and that might not always be easy, but I promise it will never be boring, and you'll be part of a team that is great to be around. Our benefits are pretty good too.

An inclusive and supportive culture is important to me. One where everyone feels welcome and challenged to try new things, make mistakes and learn from them. We don't get better by sticking to what we're already good at.

Our approach to recruitment reflects our culture – if you're reading this and think you could do the job but are worried there will be more experienced candidates, please don't let that put you off. It could be your first job as Director. We'll make sure we test your potential as well as your experience during the selection process.

I'm looking forward to seeing who applies.

If you would like any further information or to discuss the role before applying, please do contact Innogen Brotherton on ibrotherton@jarsolutions.co.uk or 07403-682 387.