

London First Job Description

Title: Programme Director, Transport

Reporting to: Director of Connectivity and Competitiveness

Context: London First is a business membership organisation, with the mission to make London the best place in the world for business. We're focused on keeping our capital working for the whole of the UK and remaining globally competitive.

Over the years we've galvanised the business community in advocacy and campaigning to solving the capital's key challenges.

We established Think London, now part of London & Partners, to promote the capital worldwide and encourage foreign direct investment; been instrumental in creating the Mayor of London; pioneered Teach First; driven the campaign for Crossrail; and, most recently, lobbied for action on airport capacity, which has led to the government's decision to build a new Heathrow runway.

Today we work with London's business leaders to develop pragmatic solutions to the capital's key issues: winning the race for talent, addressing the housing crisis and securing investment in public transport.

Scope: Permanent

Key deliverables

You will report to the Director for Connectivity and Competitiveness and support them in setting the policy agenda on transport in London in line with our business plan.

The Programme Director for Transport is required to create a programme of policy outputs and member engagement opportunities in relation to our transport portfolio. You will also be responsible for account management and securing the annual renewals of members with a transport focus.

You will lead on our transport portfolio but will also work closely with policy team colleagues on cross-cutting issues affecting the capital and the wider membership. You will work with the corporate affairs team to support our communication and advocacy and support the growth of the business through recruiting new members and ancillary commercial activities.

You will line manage a Policy Manager who will support you in the delivery of your policy and member responsibilities. You will be expected to demonstrate leadership and support other members of the team in their personal and professional development.

Essential Tasks

- Undertake policy development in transport and produce associated materials to support our campaigning and communications, (e.g. thought leadership, policy analysis, blogs and insights); create a programme of events to support our transport policy development work (e.g. workshops, dinners and briefings); and provide external expertise (e.g. media interviews, panel discussions and public speaking)
- Maintain and build relationships with key external stakeholders (e.g. local authorities, Greater London Authority, parliamentarians and government departments, trade associations and other business groups)

- Provide account management to members with a transport focus: including developing engagement strategies, having regular face-to-face meetings, ensuring member's attendance at events and participation in policy development and our campaigning and advocacy work
- Work closely with business development to support the growth of income in the transport sector through recruiting new members, and sponsorship of commercial activities

Experience profile:

- Graduate or equivalent professional experience.
- Experience delivering transport policy, with evidence of thought leadership and policy development in the passenger transport sector (e.g. aviation; bus and coach; surface rail; taxi and private hire and water transportation)
- Strong political and public sector stakeholder relationships in the transport sector, specifically in Transport for London, Department for Transport and Mayor of London's office
- Experience in managing client relationships and supporting business development
- Knowledge of and interest in business, public policy and politics in London.
- IT literate - knowledge of Microsoft Office (Word, Excel & PowerPoint) is essential.

Interpersonal skills:

- Influencing and relationship management.
- Generates an impression of credibility and confidence when dealing with senior representatives of major companies and external stakeholders.
- Communicates complex information clearly to intended audience - both orally and in writing.
- Identifies and nurtures external contacts who can add value to London First.
- Uses tact and diplomacy when communicating difficult messages.

Project Management:

- Able to operate largely autonomously on a number of projects
- Able to prioritise and schedule workload according to changing work demands
- Able to identify and raise issues/concerns, avoiding apportioning blame. Sees these issues through to achievement of resolution
- Work through project problems to ensure programme can continue as planned
- Exercises discriminating judgment when dealing with problems

Individual effectiveness:

- Identifies opportunities to take on new responsibilities.
- Copes with difficult situations calmly and adapts to ensure resolution and achievement of objectives.
- Maintains high standard of work when under pressure.

Competencies:

- Analytical mind.
- Political awareness.
- Personal effectiveness – interaction with colleagues, members, team working, decision-making and propensity to identify major opportunities.
- Proactive in managing policy and member portfolios.
- Communicative and self-confident
- Results orientated – energy and initiative, achievement and business sense
- Self-motivated

London First is an equal opportunity employer. Our values support our vision of a truly inclusive, culturally and socially cohesive capital. We are committed to achieving and maintaining a workforce

which represents the population from which we derive our business, in terms of age, disability, ethnicity, gender, religion and sexual orientation.