

**Head of Active and Sustainable Travel Investment**

**Competition Information Booklet**

Please read carefully

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| **Position:** Head of Active and Sustainable Travel Investment  **Grade:** Senior Adviser Level 1  **Directorate:** Transport Planning and Investment  **Reporting to:**  Assistant Director – Sustainable Transport Development  **Location:** Haymarket House, Smithfield, Dublin 7 with a blended working  model.  **Starting salary:** €103,468  Closing date for receipt of completed applications:  **12pm (noon) on Friday, 4th April 2025**  **Contact: careers@nationaltransport.ie** |

The National Transport Authority is committed to a policy of equal opportunity.

**Overview of the National Transport Authority**

The National Transport Authority (NTA) is a statutory body established by the Minister for Transport on 1 December 2009.

At national level, the Authority has responsibility for securing the provision of public passenger land transport services, including subsidised bus and rail and light rail services. The Authority also licenses public bus passenger services delivered by private operators and has responsibility for the regulation of the small public service vehicle (SPSV) industry (taxis, hackneys and limousines). Other areas of responsibility include the State’s rural transport programme, integrated information systems for public transport customers, management of the Integrated Ticketing Scheme for Ireland (the Leap Card system), and regulation of vehicle clamping.

Within the Greater Dublin Area (GDA) the Authority carries additional responsibilities including:

* Strategic planning of transport;
* Development of an integrated, accessible public transport network;
* Promoting cycling and walking;
* Provision of public transport infrastructure generally including light rail, metro and heavy rail; and
* Effective management of traffic and transport demand.

The GDA includes the local authority areas of Dublin City, Fingal, Dún Laoghaire-Rathdown, South Dublin, Kildare, Meath and Wicklow.

The Authority’s Capital Investment Programme includes an exciting and challenging range of projects and programmes for development and delivery over the coming years. These include mega-projects such as MetroLink, BusConnects Dublin and the DART+ Programme, together with numerous other major projects/programmes in the heavy rail area, light rail area, bus infrastructure and public transport fleet, in addition to a large portfolio of projects in the active travel area. Along with other initiatives in the areas of micro-mobility, transport technology and climate adaption, there are stimulating and rewarding opportunities to make a real contribution to enhancing Ireland’s overall transport system.

Further information on the Authority is available on its website [www.nationaltransport.ie](http://www.nationaltransport.ie)

The National Transport Authority wishes to recruit a suitably experienced and qualified individual to the role of Head of Active and Sustainable Travel Investment. Successful candidates may be placed on a panel from which future vacancies may be filled.

**Duties and Responsibilities**

The National Transport Authority wishes to recruit a suitably experienced and qualified individual for the role of Head of Active and Sustainable Travel Investment. The successful candidate will be responsible for the successful delivery of sustainable transport infrastructure investment of the Authority’s overall capital programme. This will include, the development, in collaboration with local authorities, of walking, wheeling, cycle and bus infrastructure (non BusConnects) proposals, primarily in urban areas throughout the country.

The principal duties and responsibilities of the Head of Active and Sustainable Travel Investment may include some or all of the following:

* Management, in collaboration with local authorities, of the Authority’s active travel infrastructure investment programme, which includes approximately 1,000 projects of varying sizes located throughout the Country focusing on improving facilities for pedestrians and cyclists;
* Management of elements of other investment programmes in sustainable transport, in particular the bus infrastructure investment programme;
* Preparing investment plans for transport programmes;
* Development, in collaboration with other sections of the Authority, of transport strategies, design guidance, strategic traffic management plans and programme implementation plans;
* Management of various engineering and advisory contracts to support the delivery of the sustainable transport infrastructure investment programme ;
* Undertaking the development of business cases, review / approval of business cases and further development of the Authority’s project appraisal and cost management capabilities;
* Management of the Active and Sustainable Travel Investment Team;
* Liaising with the Department of Transport and other state bodies on issues relating to Active and Sustainable Transport;
* Management of various procurement processes in accordance with procurement rules, regulations and Authority procedures;
* Representing the Authority in public fora as required including presenting at conferences, council meetings, and providing evidence at oral hearings; and
* Such other duties as may be assigned by the Chief Executive from time to time.

**Note:** The functions and responsibilities initially assigned to the position is based on the current organisational requirements and may be changed from time to time. The person appointed requires the flexibility to fulfil other roles and responsibilities at a similar level within the Authority.

**Essential Criteria**

**Please note: In order to satisfy the shortlisting panel that you meet these criteria you must explicitly reference how you meet same in your application. Failure to demonstrate these may prevent your application progressing to future shortlisting stages.**

Each candidate must meet the following requirements at the time of the competition closing:

1. Hold a minimum of a NFQ level 8 degree in a relevant discipline, being engineering or project management or equivalent;
2. Have at least 9 years’ satisfactory experience of engineering or project management work, with 5 years in the management of people and/or projects;
3. Have significant experience in the design, planning or construction of major urban transport infrastructure projects;
4. Have significant experience in the area of active travel and public transport infrastructure development or delivery;
5. Have significant experience of managing a large portfolio of projects in a leadership role; and
6. Possess a high standard of technical training and experience.

**Desirable Criteria**

**Please note: Should further shortlisting be required after essential criteria above, a selection of the following may be assessed.**

The ideal candidate will also:

1. Be able to work within, and lead, multi-disciplinary teams and have the ability to motivate, empower and encourage personnel under his/her control to achieve maximum performance;
2. Possess strong leadership, management, interpersonal and communication skills;
3. Be able to manage financial resources for a large multi-project portfolio within a budgetary control framework;
4. Have a good knowledge of public service policies, services and activities, particularly related to transport;
5. Have superior report writing skills together with an ability to produce high quality analysis and reporting; and
6. Possess good I.T. skills.

**Remuneration**

**Salary Grade: Senior Adviser Level 1**

**Salary Scale: €103,468, €108,276, €113,075, €117,879, €122,053, €125,952 (LSI 1), €129,841 (LSI 2)**

**Personal Pension Contribution (PPC) rate.** This salary is payable to an individual who is required to make a personal pension contribution (PPC) to their main pension (in general those persons whose initial appointment to the Public Service is on or after 6th April 1995).

**€98,293, €102,864, €107,419, €111,987, €115,953, €119,655 (LSI 1), 123,349 (LSI 2)**

**Non Personal Pension Contribution (non-PPC) rate.** This salary is payable to an individual who is not required to make a personal pension contribution (PPC) to their main pension scheme.

**Annual Leave:** 30 days per annum. This leave is on the basis of a five day week and is exclusive of the usual public holidays.

**Note:**

* entry will be at point 1 of the scale and will not be subject to negotiation;
* different pay and conditions may apply if, immediately prior to appointment the appointee is already a serving Civil Servant or Public Servant;
* the rate of remuneration may be adjusted from time to time in line with Government pay policy.

**Contract:** Permanent Contract

**Probation:** There is a 6 month probationary period which may at the discretion of the CEO be extended to 10 months.

**Selection Process**

Prior to completing your application please read the Important Candidate Information Booklet on our careers page here: [www.nationaltransport.ie/about-us/careers](https://www.nationaltransport.ie/about-us/careers/)

**How to Apply**

Please submit your application in one single word document or PDF referencing the title of the role you wish to apply for in the subject of the email to **careers@nationaltransport.ie** with the following:

1. A comprehensive cover letteroutlining why you wish to be considered for the post and where you believe your skills and experience meet the requirements for the role of Head of Active and Sustainable Travel Investment;
2. A comprehensive CV (not to exceed 3 pages); and
3. A fully completed Key Achievements Form (attached).

Please note that omission of any or part of the 3 requested documents, as set out above, will render the application incomplete. Incomplete applications will not be considered for the next stage of the selection process.

**Closing Date**

**The closing date and time for applications is strictly 12pm (noon) on Friday, 4th April 2025. Applications received after the specified deadline cannot be accepted.**

If you do not receive an acknowledgement of receipt of your application within 2 working days of applying, please email **careers@nationaltransport.ie.**

**Head of Active and Sustainable Travel Investment - Key Competencies**

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| **Leadership & Strategic Direction** | Leads the team, setting high standards, tackling any performance problems & facilitating high performance |
| Facilitates an open exchange of ideas and fosters and atmosphere of open communication |
| Contributes to the shaping of Departmental / Government strategy and policy |
| Develops capability and capacity across the team through effective delegation |
| Develops a culture of learning & development, offering coaching and constructive / supportive feedback |
| Leads on preparing for and implementing significant change and reform |
| Anticipates and responds quickly to developments in the sector/ broader environment |
| Actively collaborates with other Departments, Organisations and Agencies |
| **Judgement & Decision Making** | Identifies and focuses on core issues when dealing with complex information/ situations |
| Assembles facts, manipulates verbal and numerical information and thinks through issues logically |
| Sees the relationships between issues and quickly grasp the high level and socio-political implications |
| Identifies coherent solutions to complex issues |
| Takes action, making decisions in a timely manner and having the courage to see them through |
| Makes sound and well informed decisions, understanding their impact and implications |
| Strives to effectively balances the sectoral issues, political elements and the citizen impact in all decisions |
| **Management & Delivery of Results** | Initiates and takes personal responsibility for delivering results/ services in own area |
| Balances strategy and operational detail to meet business needs |
| Manages multiple agendas and tasks and reallocates resources to manage changes in focus |
| Makes optimum use of resources and implements performance measures to deliver on objectives |
| Ensures the optimal use of ICT and new delivery models |
| Critically reviews projects and activities to ensure their effectiveness and that they meet Organisational requirements |
| Instils the importance of efficiencies, value for money and meeting corporate governance requirements |
| Ensures team are focused and act on Business plans priorities, even when faced with pressure |
| **Building**  **Relationships &**  **Communication** | Speaks and writes in a clear, articulate and impactful manner |
| Actively listens, seeking to understand the perspective and position of others |
| Manages and resolves conflicts / disagreements in a positive & constructive manner |
| Works effectively within the political process, recognising & managing tensions arising from different  stakeholders perspectives |
| Persuades others; builds consensus, gains co-operation from others to obtain information and accomplish goals |
| Proactively engages with colleagues at all levels of the organisation and across other Departments//  Organisations and builds strong professional networks |
| Makes opinions known when s/he feels it is right to do so |
| **Specialist Knowledge, Expertise and Self Development** | Develops and maintains skills and expertise across a number of areas that are relevant to his/her field and  recognised by people internal and external to the Department/ Organisation |
| Keeps up to date with key departmental, sectoral, national and international policies and economic, political and  social trends that affect the role |
| Maintains a strong focus on self-development, seeking feedback and opportunities for growth |
| **Drive & Commitment to Public Service Values** | Consistently strives to perform at a high level |
| Demonstrates personal commitment to the role, maintaining determination and persistence while maintain  maintains a sense of balance and perspective in relation to work issues |
| Contributes positively to the corporate agenda |
| Is personally trustworthy, honest and respectful, delivering on promises and commitments |
| Ensures the citizen is at the heart of all services provided |
| Is resilient, maintaining composure even in adverse or challenging situations |
| Promotes a culture that fosters the highest standards of ethics and integrity |

**Head of Active and Sustainable Travel Investment - Key Achievements Form**

Having read through the key competencies and having considered the demands of the role, for each of the competencies below, please briefly demonstrate a specific example which illustrates how you have developed the relevant competency during your career to date, and which clearly demonstrates your suitability for this position.

Your answer must highlight all elements of the STAR competency framework – which is outlined below:

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| **S**ituation | Present a challenging situation you found yourself in |
| **T**ask | What did you need to achieve from the situation? |
| **A**ction | What action did you personally take to achieve this? |
| **R**esult | What was the result of your action? |

Please note, there is a maximum page count of **3 A4 pages at font size 10-12.**

The key achievements form commences on the next page.

**Head of Active and Sustainable Travel Investment - Key Achievements Form**

Please complete all sections of the form below.

**Where did you hear about this role (i.e. Publicjobs.ie, Irishjobs.ie, Irish Times, LinkedIn)?**

**Name:**

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| **Leadership & Strategic Direction** |
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| **Judgement & Decision Making** |
|  |
| **Management & Delivery of Results** |
|  |
| |  | | --- | | **Building Relationships & Communication** | |  | |
| **Specialist Knowledge, Expertise and Self Development** |
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