BUSINESS LDN

JOB DESCRIPTION

Title: Programme Director, Transport

Reporting to: Policy Delivery Director, Research & Impact

Team: Policy and Communications

Scope: Permanent

ABOUT BUSINESSLDN

At BusinessLDN, our mission is to make London the best city in the world in which to do business, working with and for the whole UK. We work to deliver the bigger picture, campaigning to tackle today's challenges and to secure the future promise of London.

We harness the power of our members, from sectors that span the economy, to shape the future of the capital so Londoners thrive and businesses prosper. We support business to succeed — locally, nationally, globally. We link up with other cities around the UK, to ensure the capital supports a thriving country.

We campaigned for the creation of the office of London Mayor and Transport for London, for the Elizabeth Line, for congestion charging, we incubated Teach First and run the UK's largest annual jobs and careers fair, Skills London.

EXPERIENCE AND KNOWLEDGE

Key deliverables

- Driving forward and deliver our day-to-day policy activity on a range of transport issues affecting the capital's business such as, ensuring Transport for London (TfL) and commuter rail is fit for purpose and financially secure. Helping London to increase its international connectivity and connectivity with other UK cities, and being across modal innovation and public policy issues relating to London's roads.
- Growing, account managing and retaining a portfolio of members covering the full range of transport sectors – aviation, rail, bus, river, car and relevant consultants.
- Working with colleagues across the business to support our business plan.

Advocacy on transport is a key issue for BusinessLDN and its members, both those within the transport sector and the wider business community. You will identify and create member engagement opportunities in your policy programme and support your portfolio of members to engage across the full range of BusinessLDN activity. You will also work with our communications and marketing teams to support our communications, advocacy and events, and with our business development colleagues to support the growth of the business.

Essential tasks

- Lead a programme of policy development and advocacy on important transport issues in London, including but not limited to:
    - TfL and commuter rail
    - funding and financing of future transport infrastructure (in collaboration with our Programme Director, Infrastructure)
    - the future of London's roads encompassing road user charging, freight issues and micromobility
    - passenger and freight movements on the river Thames
    - intercity rail, including HS2 and wider rail reform issues in general such as fares and ticketing, and industrial action; and
    - enhancing London's international connectivity including the roll out of sustainable aviation fuels.
- Ensuring the above work has a strong evidence base and produce associated materials to support our campaigning and communications, (eg; thought leadership, policy analysis, blogs and insights, responding to government consultations). There is an opportunity to create a refreshed programme of work and use your own ideas and creativity to grow this brief.
- Lead the delivery of a programme of events to support our transport policy work, working with our events team (eg; working groups, briefings, breakfast roundtables and dinners).
- Provide external expertise on transport policy (eg; media interviews, panel discussions and public speaking).
- Provide account management to a portfolio of members, including developing engagement strategies and plans, 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 through recruiting new members in your sectors, and sponsorship of commercial activities.
- Work with colleagues on projects and campaigns across the business as required in our business plan.
- Maintain and build relationships with key external stakeholders (eg; local authorities, Greater London Authority, TfL, parliamentarians and officials, trade associations and other business groups).

BusinessLDN 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.

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PERSON SPECIFICATION

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We are a values driven organisation and you will be expected to demonstrate strong team working skills, a 'can-do' attitude and the necessary flexibility required in a dynamic policy environment.

KEY BACKGROUND AND KNOWLEDGE:

Experience profile:

- Experience delivering policy and thought leadership on a range of transport issues – it will be an advantage to have experience across a breadth of issues. However, where this is not the case, candidates must demonstrate the skills and aptitude to become familiar with and lead on areas where knowledge is currently limited.
- Experience in one, or all, of these industry sectors will be an advantage: Business (transport provider/operator or consultancy, for example), Government, Non-Governmental Organisation (NGO), not for profit.
- 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) and CRM systems is essential.
- Excellent written and communication skills – ability to communicate complex information clearly to intended audience.

Individual effectiveness:

- Generates an impression of credibility and confidence when dealing with senior representatives of major companies and external stakeholders.
- Uses tact and diplomacy when communicating difficult messages.
- Identifies opportunities to take on new responsibilities.
- Copes with difficult situations calmly and adapts to ensure resolution and achievement of objectives.
- Self-motivated, proactive and well organised.
- Analytical mind.

Project management:

- Able to operate largely autonomously on several projects while being a team player.
- Able to prioritise and schedule workload according to changing work demands.
- Able to identify and raise issues with project delivery and suggest and deliver clear solutions to ensure programme can continue as planned.

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