

**Director of Transport Regulation**

**Competition Information Booklet**

Please read carefully

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| **Position:** Director of Transport Regulation**Grade:** Assistant Secretary**Directorate:** Transport Regulation**Reporting to:**  Chief Executive Officer**Location:** Blended work model with office location(s) in Dublin 2 The NTA is consolidating its office locations later in 2024 to brand new office space in Haymarket, Smithfield, Dublin 7 **Starting salary:** €156,472Closing date for receipt of completed applications:**12pm (noon) on Friday, 5th April 2024****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.

Currently the Authority is involved in the implementation of a number of major projects and programmes, including the BusConnects programme, Metrolink, the DART+ Programme as well as a cycling infrastructure programme and various other projects and programmes in the sustainable transport area. In addition, the Authority is currently planning networks of public transport services in several towns throughout the State, and regularly reviews the effectiveness of urban networks in cities outside of the GDA at achieving transport and climate related objectives.

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 Director of Transport Regulation.

**Duties and Responsibilities**

The Director of Transport Regulation is an important role within the National Transport Authority (“NTA”). The successful candidate will be responsible for setting the strategic direction, establishing policy and delivering regulatory functions in relation to the various areas of transport regulation for which the Authority has responsibility.

These include:

* Regulation of the small public service vehicle (SPSV) industry, comprising taxis, hackneys and limousines;
* Licensing of SPSV vehicles;
* Regulation of clamping activities in accordance with the Vehicle Clamping Act 2015;
* Providing a second appeal stage in relation to disputed clamping events in addition to a complaints system;
* The enforcement of EU passenger rights in relation to rail, maritime and bus and coach transport;
* The undertaking of compliance activities, including the management of prosecutions, in relation to the SPSV industry and the clamping industry; and
* The undertaking of compliance activities, including the management of prosecutions in relation to bus passenger transport operated under a licence granted under Part 2 of the Public Transport Regulation Act 2009.

In addition, the role may also include other regulatory functions such as the regulation of rickshaws, for which legislation may be drafted. As different modes of travel are being developed at a rapid pace, there is the possibility that other regulatory functions for these modes could be assigned to the NTA and which would then be assigned to this directorate. Examples include shared e-scooter schemes.

The Authority also continues to review its management structure and there is the potential for other functions to be assigned to this directorate such as e.g. legal advisory services.

The successful candidate will be required to engage extensively with various key stakeholders, such as Government Departments, consumer bodies and industry representative groups and to work collaboratively with other sections within the NTA to ensure a fully coordinated approach to the NTA’s activities.

The person appointed will be a member of the senior management team of the NTA and will report to the CEO, working alongside other Director peers. The person will develop, plan, procure, deliver and manage all aspects of the regulatory framework to provide a high quality approach to the performance of the NTA’s regulatory functions.

**Note:** The functions and responsibilities initially assigned to the position are 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 degree level qualification in a legal, business, compliance, transport or regulation discipline;
2. Have a minimum of 10 years recent satisfactory experience, with at least 5 years’ experience in a management role within a relevant area being regulation, legal, transport or compliance;
3. Demonstrate a good understanding and knowledge of public transport policy and transport regulation in Ireland;
4. Have demonstrable leadership qualities and well-developed organisational skills, with the ability to develop teams and manage staff;
5. Have excellent communications, interpersonal and influencing skills; and
6. Have a high level understanding of corporate governance, corporate strategy and risk management.

**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. Have experience of budgetary management, including development and accountability for the effective delivery of capital or operational budgets;
2. Have experience in developing and managing significant change at an organisation level;
3. Have a good understanding and knowledge of public sector procurement policies and practice; and
4. Have superior report writing skills together with an ability to produce high quality analysis and reporting.

**Remuneration**

**Salary Grade: Assistant Secretary**

**Salary Scale: €156,472, €163,583, €171,291, €178,995**

**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).

**€148,651, €155,406, €162,726, €170,047**

**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 Director of Transport Regulation;
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 5th of April 2024. 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.**

**Director of Transport Regulation - Key Competencies**

The competency model as issued by the Department of Public Expenditure and Reform reflects the changing and more complex environment in which those at this level operate. Each of the key competences in the model is supported by a list of key performance indicators set below.

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**Exemplifies Public Service Values**

**Effective Performance is:**

1. Serving the public interest in line with NTA Mission, Vision and Values
2. Acting at all times with integrity
3. Treating others with respect
4. Being responsible for own actions
5. Operating with professionalism and probity

**Strategic Thinking**

**Effective Performance is:**

1. Creating a vision for the organisation & sector and anticipating the requirements to deliver it
2. Analysing complex issues quickly and anticipating knock-on consequences
3. Taking a system-wide approach and seeing connections, risks and the potential for innovation in the wider environment
4. Leading on the implementation of risk assessment practices and engaging in balanced risk taking
5. Showing courage in making difficult decisions

**Managing Relationships:**

**Leads People**

Effective Performance is:

1. Being a visible and energetic leader who fully engages others
2. Building and supporting cross functional and inter-organisational teams
3. Delegating responsibility and ensuring accountability in others
4. Setting challenging goals and implementing effective performance management
5. Coaching and supporting others to optimise their contribution and development

**Managing Relationships:**

**Collaborates and Communicates with Conviction**

Effective Performance is:

1. Playing a full and active part on the senior management team in shaping and leading the organisation
2. Communicating professionally and credibly, managing the expectations of others
3. Skilfully negotiating and influencing with conviction
4. Anticipating stakeholder issues and complexities and responding in an informed and constructive manner
5. Building and maintaining effective working relationships with key stakeholders
6. Facilitating collaboration, partnerships and networks internally and externally to achieve common goals

**Delivery Focus:**

**High Performance and Delivering Results**

Effective Performance is:

1. Assuming accountability for own actions and decisions
2. Ensuring the full range of management disciplines are used to deliver quality outcomes at pace and within budget
3. Challenging processes to improve organisational capacity, responsiveness and public interest focus
4. Ensuring successful implementation through a range of delivery methods, including use of external parties
5. Focusing effort on priority tasks to maximise results
6. Ensuring a strong feedback loop between regulatory policy development and implementation

**Delivery Focus:**

**Drive and Resilience**

Effective Performance is:

1. Showing initiative and sustaining high levels of personal drive and energy
2. Leading and managing multiple complex priorities effectively
3. Speaking own mind with confidence and conviction
4. Keeping perspective and utilizing personal support strategies to help maintain focus and bounce back from disappointments
5. Staying positive and professional in the face of difficult situations

**Specialist Expertise and Self-Development**

Effective Performance is:

1. Maintaining a sound knowledge of organisational, sectorial, policy, legislative, technology and international issues and their wider implications for consumers and the broader public interest
2. Continuously updating and demonstrating expertise in relevant areas
3. Being self-aware and seeking opportunities to act on areas for own development
4. Seeking feedback and reviewing own practices and behaviours
5. Being regarded as an expert in own area(s) of specialism

**Director of Transport Regulation - 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.

**Director of Transport Regulation - 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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| **Strategic Thinking** |
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| **Delivery Focus:** *incorporating ‘High Performance and Delivering Results’ & ‘Drive and Resilience’* |
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| **Managing Relationships:** *incorporating ‘Leads People’ & ‘Collaborates and Communicates with Conviction’* |
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| **Specialist Expertise and Self-Development** |
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