



Role profile

Rail Reform and Strategy Policy Adviser x10

Civil Service Grade: Higher Executive Officer (HEO)	Salary Minimum: London salary £34,708, National salary £30,734	Contract Type: Permanent
Job Type(s): Policy	Civil Service Profession: Policy	DfT Directorate: Rail Reform Directorate
Location(s): London Leeds Birmingham	Reporting to Job Title: Senior Policy Adviser	

Job description

Job summary

This is an exciting time to join the Rail Reform Directorate as we embark on the most fundamental reform of the railways in a generation. We are looking for HEO policy advisors who can make a real contribution to delivering rail reform.

Our Directorate works across Rail Group delivering policy that meets Ministers ambitions for a modern joined up railway, that delivers the high-quality service that passengers should expect.

You will have direct and regular contact with senior officials across the Group and can expect to present your policy areas to Directors Generals, Ministers and senior industry stakeholders.

In this role you will develop the full range of policy skills with opportunities to input into legislation and to engage with industry stakeholders and other government departments.

Duties and responsibilities

The successful applicant will be responsible for:

- Leading and delivering rail reform policy that meets Ministers ambitions for rail reform.
- Support on aspects of rail reform policy delivery, formulating policy ideas and testing them with a wide range of stakeholders.
- Manage stakeholder relationships and maintain these throughout the policy development process, communicating our position with confidence, impact and

influence; and creating an open, honest environment for industry to engage with government.

- Proactively work with teams across the Directorate and Group and with legal, analysis and Ministerial Private Offices, and build strong and effective working relationships with colleagues in a variety of government departments where rail reform has an interest.

Person specification

We are looking for a confident and competent individual who either has experience of or the potential to deliver policy in a fast-paced environment. You will be an enthusiastic self-starter with the ability to forge effective relationships with stakeholders quickly.

You will have confidence in your ability to come in and make a real impact within the Directorate where you be proactive and take the initiative to decide your priorities and drive colleagues to achieve the same shared objectives and strategy. You will not be afraid to challenge.

This is an exciting opportunity to use creative and strategic thinking skills to overcome policy issues and make recommendations to progress policy. You will be confident using a range of information to support your decisions and will consult with others to ensure the potential impacts of policy decisions have been considered.

Behaviours

We will assess you against these Level 3 behaviours during the selection process:

Communicating and Influencing

- Communicate in a straightforward, honest and engaging manner, choosing appropriate styles to maximise understanding and impact.
- Ensure communication has a clear purpose and takes into account people's individual needs.

Working Together

- Establish professional relationships with a range of stakeholders.
- Invest time to develop a common focus and genuine positive team spirit where colleagues feel valued and respect one another.

Making Effective Decisions

- Analyse and use a range of relevant, credible information from internal and external sources to support decisions.
- Present strong recommendations in a timely manner outlining the consideration of other options, costs, benefits and risks.

Seeing the Big Picture

- Align activities to contribute to wider organisational priorities.
- Remain alert to emerging issues and trends which might impact your work area.

[More information about Behaviours](#)

Strengths

You will be assessed against Civil Service Strengths at interview. For further details, please see the [Civil Service Strengths Dictionary](#).

[More information about Strengths](#)

Technical skills

Evidence - Analysis and use of evidence - Policy Framing

- Understands the policy outcomes and what successful delivery of the policy would look like.
- Identifies the significant political, economic, social, technological, legal and environmental influences upon the policy area (“PESTLE”).

Politics - Politics and democracy - Advising, Briefing & Drafting

- Understands that information needs to be presented according to its audience and possible application; selects and presents it so that someone else can understand a particular subject quickly (“briefing”).
- Demonstrates the ability to write in a manner that is accurate, brief and clear and uses correct grammar and punctuation

[More information about technical](#)

Other helpful information you need to know

Level of security clearance: Baseline Personnel Security Standard (BPSS)	Working Pattern: Full-time; Part-time; Job share; Flexible working	Contact Information: Selene Wilson Selene.wilson@dft.gov.uk
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