

**Competition Information Booklet**

Please read carefully

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| The Board of the NTA intends to hold a competition for the purpose of recommending a person for appointment to the position of **Chief Executive Officer****National Transport Authority**This is an exciting opportunity to lead a dynamic organisation driving our ambitious work programme and the achievement of our strategic objectives to provide more opportunities for sustainable travel across Ireland.**Accountable to:** The Board of the National Transport Authority**Location:** Haymarket House, Smithfield, Dublin 7Closing date for receipt of completed applications:**12pm (noon) on Friday 19th July 2024****Contact:** graham.murphy@rsmireland.ie If you feel you would benefit from a confidential discussion about this role, please contact Graham Murphy (Consulting Director, RSM Ireland)at the above email address or call him on +353 87 429 8025.This recruitment campaign is being complemented by an Executive Search Process |

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

**Overview of the National Transport Authority**

The National Transport Authority is a statutory non-commercial body, which operates under the aegis of the Department of Transport. It was established on foot of the Dublin Transport Authority Act 2008.

The Authority is governed by a Board of up to twelve members appointed by the Minister for Transport. The CEO is an ex-officio member of the Board.

While it was originally conceived as a transport authority for the Greater Dublin Area under the 2008 Act, its functions were enlarged and, broadly, made national in the Public Transport Regulation Act 2009.

The 2009 Act, the Taxi Regulation Act 2013, and various Statutory Instruments have extended the Authority’s functions and geographic remit to a national basis.

**National Transport Authority Mission**

“To connect Ireland's people and places, by providing sustainable transport infrastructure and services as well as working to reduce transport demand, all helping to lower carbon emissions”.

**National Transport Authority Vision**

In fulfilling our Mission our Vision is to be:

1. Recognised by the public as being effective in the provision of high quality, accessible, sustainable, transport infrastructure and services,
2. Respected by our stakeholders as credible and working constructively to help shape the best outcomes, including reducing carbon emissions,
3. Known as an organisation that provides our people with the opportunity to reach their potential and build fulfilling careers, while feeling valued in an environment that supports diversity and inclusion.

**Our responsibilities**

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.

**Reference Websites**

Further information on the activities of the Authority can be found on its websites:

[www.nationaltransport.ie](http://www.nationaltransport.ie)

[www.transportforireland.ie](http://www.transportforireland.ie)

**The Role of the Chief Executive Officer**

The role of the Chief Executive Officer is to work closely with the Board of the National Transport Authority, the Minister, and the Department of Transport to deliver the various transport strategies and plans. They will drive the continuous improvement of public transport, development of sustainable transport solutions and contribute to the integration of transport networks across the island of Ireland, in line with Government and Department of Transport policy.

**Duties and Responsibilities**

* To drive the strategic ambition of the Authority providing visionary leadership for the implementation of the strategic objectives of the National Transport Authority on behalf of the Board and in consultation with the Minister for Transport and the Department of Transport;
* To work closely with all stakeholders in the Department of Transport and relevant public and private agencies to enable the Government’s policy of compact development crucial for effective transport and carbon emission reductions;
* To build on the strong working relationships with other state bodies, local authorities and public transport companies to manage the delivery of high quality, efficient and effective public transport services to a wide range of customers;
* To manage the Governments investment in sustainable transport infrastructure across rail, light-rail, bus and active travel modes which is currently in the order of €1bn per annum;
* To drive the improvement in infrastructure supporting public transport customers experience of sustainable transport;
* To build and lead an effective Senior Management Team to ensure the agile delivery of agreed organisational priority objectives;
* To develop leaders who lead and motivate multi-disciplinary teams in order to deliver a rapid, quality response with value for money evidenced within ambitious and challenging timelines;
* To lead and manage a team of 390 employees and various outsourced service providers, continuing to develop and enhance the team through performance management, succession planning and ongoing professional development;
* To enable excellent communication skills internally and externally with the wider Transport sector, strengthening the organisational delivery reputation on a national level by putting the customer at the centre of the work of the Authority;
* To enable and drive fast-paced operational delivery, with delegation of responsibility and accountability as corner stones in strong performance management;
* To identify the strategic risks and related governance and accountability challenges for the Authority and lead the management and mitigation of those accordingly;
* To drive a programme of transformational change in the organisation, anticipating and responding to new ways of working, bringing agility and a programmatic approach to delivery;
* To shape a positive culture based on inclusion and wellness, empowerment and engagement to strengthen the Authority’s market position as an employer of choice.

**The Person**

The successful candidate will be required to demonstrate:

* A proven track record of achievement as a successful strategic leader in a complex organisation of similar scope and scale;
* Successful experience of leading and delivering major organisational change in a multi-disciplined environment with evidence of innovation and renewal;
* Highly developed stakeholder management skills and an ability to guide influence and bring agencies and key stakeholders together to achieve a common purpose;
* An ability to think and act strategically, and to communicate and influence at senior levels of Government, across the public sector and within industry both nationally and internationally;

* Experience of achieving objectives through others, demonstrating skills in developing partnerships and alliances to ensure delivery in a resource constrained, complex environment;
* Have a capacity for astute judgement and political awareness in dealing with strategic and operational issues;
* A proven track record in shaping organisational culture of inclusion, empowerment and wellness, collaboration and trusting employee engagement to drive strong delivery performance;
* A clear understanding of the particular requirements of managing a public sector organisation including corporate governance and compliance obligations, or an ability to quickly acquire this understanding;
* A high degree of energy, enthusiasm, drive, self-awareness, personal effectiveness, empathy, resilience and flexibility.

**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. Have a minimum of 10 years professional senior management experience that demonstrates significant achievements relevant to the role and person requirements outlined above.
2. Experience of managing significant organisational change programmes.
3. Experience in developing, implementing and/or evaluating strategic plans.
4. Experience in the management of significant budgets.

**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 in excess of the minimum years’ professional senior management experience.
2. A professional qualification and/or background in economics, finance, or engineering.
3. Experience of working in the transport sector, particularly on public transport.
4. Experience managing multiple functions.
5. Knowledge and understanding of the key drivers of transport policy.
6. Experience working in a comparable public sector organisation and/or regulated industry.

**Key Competencies**

The attention of candidates is drawn to the key competencies that have been developed for similar level posts:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Leadership** | **Judgement** | **Managing Relationships** | **Personal Drive for Results** | **Drive and Commitment to Public Sector Values** |
| * Establishing Vision and Purpose
* Providing Developmental Leadership
 | * Judgement and Systemic Perspective
* Steering through the political environment
* Environmental Awareness
 | * Managing Relationships
* Communication
 | * Managing for Results
* Personal Drive and Accountability
* Performance Focus
* Professional Integrity
 | * Demonstrated the highest standards of ethics and integrity.
* Ensures the citizen is at the heart of all services provided
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**Remuneration**

**Salary Grade: Chief Executive Officer**

**Salary: €237,880**

**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).

**€225,986**

**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.

**Please Note:** the rate of remuneration may be adjusted from time to time in line with Government pay policy.

**Tenure:** A contract will be offered to the Chief Executive on terms and conditions determined by the NTA with the consent of the Minister for Transport, and the Minister for Public Expenditure, NDP Delivery and Reform.  The contract duration is for a 5-year fixed term from date of appointment.

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

**Selection Process**

Prior to completing your application, please read the Important Candidate Information Booklet located with this booklet at [www.rsm.global/ireland/ntaceo](https://eur04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.rsm.global%2Fireland%2Fntaceo&data=05%7C02%7CLisa.Tierney%40nationaltransport.ie%7C14c7d70ca6d54e4b019a08dc912b8185%7C156a5f9f83424d8eb9abea227bbc7319%7C0%7C0%7C638544863285892528%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=Afef5dFwuC2SlW70OflHKUAtFeaVTK3HsPEPPcblfto%3D&reserved=0) and also available on the NTA careers page at [www.nationaltransport.ie/about-us/careers](http://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 **graham.murphy@rsmireland.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 Chief Executive Officer of the National Transport Authority.
2. A comprehensive CV including an organisation chart and where your current roles sits in that structure.
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 19th July 2024. Applications received after the specified deadline cannot be accepted.**

If you do not receive an acknowledgement of receipt of your application within two working days of applying, please email **graham.murphy@rsmireland.ie.**

**Chief Executive Officer - Key Achievements Form**

Having read the key competencies and 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.

**Chief Executive Officer- 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)?**

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| --- |
| **Leadership**  |
|  |
| **Judgement**  |
|  |
| **Managing Relationships**  |
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| --- |
| **Personal Drive for Results** |
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| **Drive and Commitment to Public Service Values**  |
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