



Photo by Mizuno K from Pexels

# CANDIDATE PACK

EXECUTIVE DIRECTOR

November 2022

PACTS

PARLIAMENTARY  
ADVISORY COUNCIL  
FOR TRANSPORT SAFETY



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SAFE TRANSPORT FOR ALL

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## Introduction

Since its formation in February 1982, PACTS purpose and methods have evolved and developed alongside the world in which it operates. Modes of transport, their design and use have changed, often for the better, but new challenges have emerged, and people continue to be killed and seriously injured. With over 1,800 people dying on UK roads, on average, each year, over the last decade – more than twice the number of deaths from homicides and terrorism combined – there is a moral imperative to strive to achieve a safe transport system for all.

It has been demonstrated that transport casualties are preventable, with most progress being made in aviation and rail sectors. Even on the roads, while traffic volumes are 150% greater than they were 40 years ago, there has been a 70% reduction in fatalities in Great Britain. There is, however, no room for complacency given the number of casualties we continue to see every year.

In the long term, PACTS has the vision of a transport system free from death and life-changing injury. By 2030, PACTS calls for there to have been a 50% reduction in road deaths. That is the ambitious target espoused by the United Nations, the World Health Organisation, Transport Scotland and some UK local authorities, and supported by the UK Government at the UN. PACTS will continue to be a proactive advocate for improved safety by identifying and promoting effective, evidence-based interventions for road, rail and air transport.

Across the transport sector, PACTS plays a unique role by bringing together safety professionals and legislators to identify and promote research-based solutions to safety problems. We started as an informal group of Parliamentarians, road safety professionals, casualty surgeons and academics focused on changing the seat belt law and gradually expanded our remit to other transport safety matters. In the late 1980s, following several fatal commercial and industry aircraft crashes, PACTS became engaged in aviation safety. In the 1990s, PACTS began to address rail safety, which enabled it to contribute to the significant technological and structural safety changes that followed. Now we have over 100 member organisations spanning all these modes of transport.

**VISION**

A transport system free from death and life-changing injury, in which all users feel safe.

To protect human life through the promotion of transport safety for the public benefit.

**CHARITABLE OBJECTIVE**

We exist to give independent, authoritative advice on transport safety and promote priorities to Parliamentarians, the Government and other stakeholders who are involved in transport policy across the UK.

**PURPOSE**


PACTS believes that policymakers should aim to ensure all forms of travel and transport are free from death and life-changing injuries. This approach is likely to minimise slight injuries too. PACTS recognises that fear of injury may be a serious deterrent to vulnerable users, and we support policies to reduce danger in all modes.




We have four strategic aims to achieve our vision:

1  **Proactively** influencing change

2  **Growing** a valued and well supported membership

3  **Securing** strong parliamentary participation and engagement

4  **Identifying** and researching the right subjects at the right time

Our behaviours are to

Seek to **serve** Parliamentarians and our members.

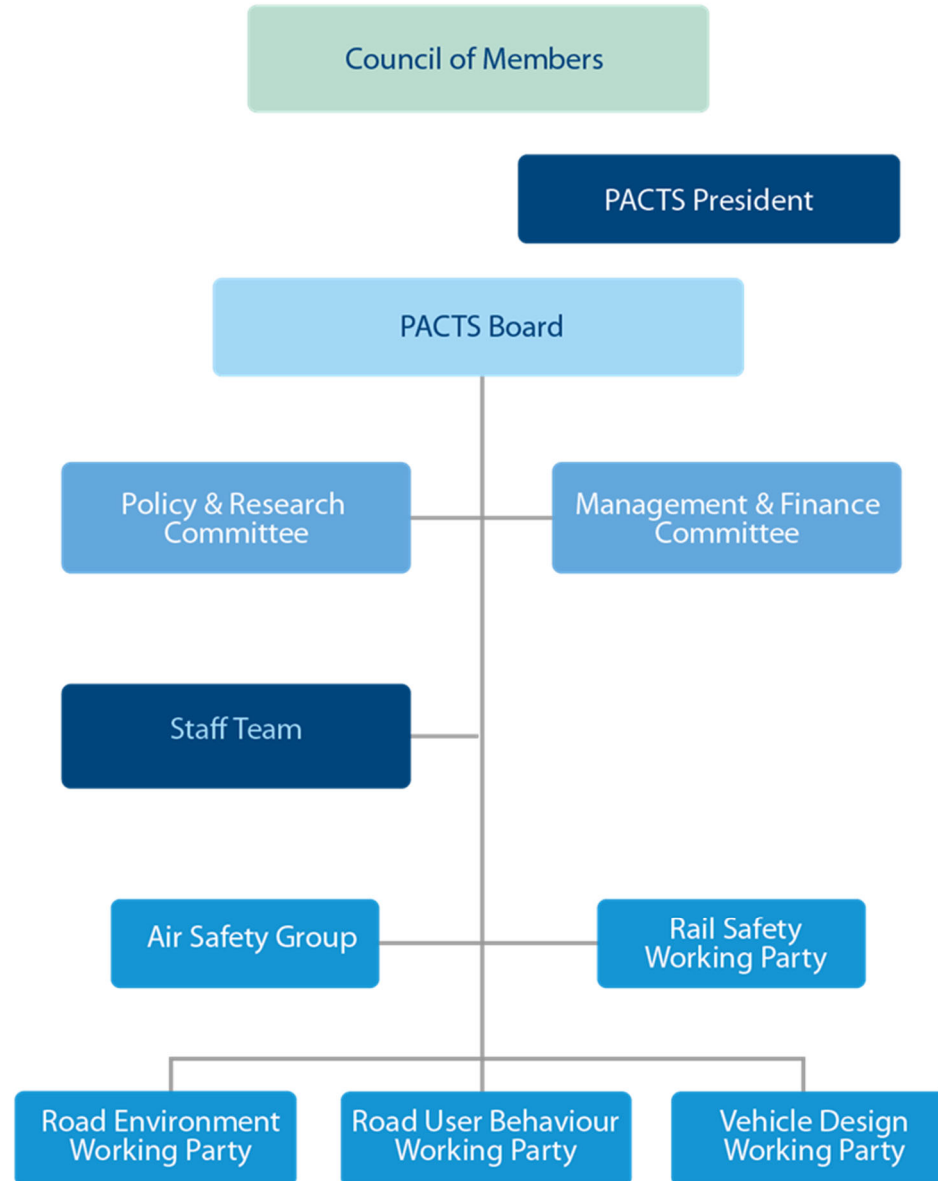
Take a strategic view and **provide leadership** on transport safety

Be **relevant** to current priorities and debate.

Be **practical** and focused on effective, realistic and sustainable transport safety solutions.

Ensure our views are underpinned by **rigorous, evidence-based practice**.

# PACTS Governance Structure



## Executive Director

The Executive Director leads the organisation and is responsible and accountable to the Chair and Board of Trustees for its overall success.

### Leadership

To embody PACTS values in all aspects of its work, leading by personal example.

To lead a successful organisation delivering PACTS 'Vision for Transport Safety' and its associated Strategy "Achieving our Vision". In particular:

- Providing thought-leadership in UK transport safety
- enhancing our reputation
- maintaining a momentum of growth, change and new business development
- identifying, recruiting and retaining appropriate high-quality staff to ensure the organisation is fit for purpose
- ensuring sound resources, strong finances, and operate sustainably & without waste.
- Engage proactively with key stakeholders, including Central and local government and the Devolved administrations to develop and deliver the PACTS Vision and Strategy

To develop and refine the organisation's strategy in conjunction with the Chair and Board of Trustees

To identify key transport safety topics and issues on which PACTS should focus on within the agreed strategy

To be an effective role model, leader and manager setting and maintaining a positive and robust organisational culture in which equity, diversity and inclusion is integral

Develop the organisation's operational capacity and funding by identifying potential funding opportunities and new areas of strategic growth consistent with the aims of the organisation.

Ensure the development and implementation of relevant research and evidence-based campaigns

Represent PACTS effectively within the sector and contribute to work at regional and national levels in particular:

- Speaking, presenting and communicating to the media, conferences, webinars.
- Organise PACTS conferences, including sponsorship, in partnership with the public and private sectors as and when appropriate.
- Leading PACTS' engagement with UK government and parliamentarians
- Engaging with other sectors such as active travel and public health to promote agendas with co-benefits;

## Management

To oversee the work of the organisation, ensuring effective planning, operation, control, delivery and monitoring so that the organisation:

- meets strategic and operational objectives
- uses resources well
- complies with and exceeds all financial, regulatory and statutory obligations.
- understand and interpret the operating environment such as legislative developments,
- operates within the PACTS Code of Governance
- is compliant with company and charity laws and guidance
- delivers timely, high-quality advice on transport safety matters, including research outputs, briefings and contributions to Government consultations

To ensure our staff are motivated, diverse and multi-skilled, and are committed to the organisation and its objectives with appropriate systems in place for staff supervision and appraisal. Monitor and measure staff performance in achieving PACTS's delivery programme and Strategy and ensure adequate staff training and development is in place

## Accountability and governance

The Executive Director is company secretary and will attend the Board and will work with the Chair and Trustees to ensure effective governance and member and stakeholder accountability, including regular review of strategies, objectives and controls.

Provide the Secretariat for the Council of Members and report on progress against the strategic plan and business development plan.

Provide the Secretariat for the PACTS Board of Trustees, its sub-committees and working parties, including the preparation of Reports.

Provide the Secretariat for the All-Party Parliamentary Advisory Group on Transport Safety, including necessary Reports

Prepare and draft the organisation's annual report

The Executive Director will be responsible for a wide range of appropriate other tasks, relative to the size and activities of the organisation. As with all Executive Director positions, there are also certain specific personal responsibilities and delegated powers, for instance in relation to financial and operational matters, health and safety, and regulation. These will change over time.



## Person Specification

### CANDIDATEPACK

#### Competencies

- Ability to lead, inspire, motivate and develop staff and stakeholders at all levels; skilled at building diverse well motivated teams, committed to organisational vision, values and goals;
- Well-developed business management skills and understanding of delivering a complex range of outputs to demanding deadlines
- Excellent communication skills
- Ability to interpret information, analyse complex data, make sound judgements, manage diverse and complex risk;
- Well-developed high level ambassadorial, influencing, networking, promotional, campaigning and negotiating skills
- Ability to work effectively in partnership with a diverse range of Public and Private Sector stakeholders and boards;
- Able to produce clear, concise and well written reports on complex issues; together with excellent presentational skills

#### Experience

- Senior experience of setting and managing budgets;
- Knowledge of transport, health, environment, economics, management, social policy, politics or a related discipline;
- Knowledge and use of ICT in a small business environment, including the ability to: use ICT packages; undertake ICT business planning, develop and maintain management information systems



- A broad and in-depth understanding of the operation of UK government, including a detailed understanding of the operations of UK Parliament, familiarity with devolved and local government processes, as well as the administration of public and legal services.
- Experience and/or knowledge of the legal and regulatory framework relevant to the organisations' operations and compliance.
- Proven research and analytical ability, drawing policy implications from evidence
- Experience of implementing and adapting effective management and development systems, including the setting, monitoring and managing staff performance targets and objectives.
- Evidence of effective partnership working with a wide variety of stakeholders including board members and Council Members.

### Personal qualities

- A confident, independent, energetic & visible leader
- An effective decision-maker
- An absolute commitment to equity, diversity inclusion and accessibility
- A capacity to deliver results to tight deadlines and under pressure; and
- A commitment to working with others to achieve shared goals
- A flexible approach

### Qualifications

It is desirable for the candidate to have the following standard of education or to be able to demonstrate equivalent skills and abilities:

- A graduate degree or equivalent in transport or related discipline
- A relevant professional or vocational qualification



## Our commitment to equity, diversity and inclusion

PACTS is committed to achieving equity, diversity and inclusion in all aspects of our work, including the changes we advocate for. We employ based on skills and experience of candidates, to ensure all are treated solely on the grounds of merit without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. PACTS welcomes applications from across the community and seeks to ensure that we are appropriately representative of the population. We would welcome applications from those groups who may be currently under-represented.

## Terms of Appointment

Our ambition is to find an outstanding candidate to lead the charity and our team of hybrid workers. We are open to agreeing flexible working arrangements which must include spending sufficient time in London to meet the demands of the role.

Remuneration of up to £60,000 per annum depending on experience, plus pension contribution

## Key Dates

Closing date for applications is 5.00pm on the 18<sup>th</sup> December 2022

Successful shortlisted candidates informed: 30th December 2022

Interviews central London 24<sup>th</sup> January 2023

Successful candidate to commence employment as soon as possible, with timings to be negotiated with the Chair of the Board.

## How to Apply

Applications & expressions of interest should be made through [david.davies@pacts.org.uk](mailto:david.davies@pacts.org.uk)

Applications should provide:

- A covering letter, of no more than two sides of A4 paper, explaining why the appointment interests you and what you specifically would bring to the post.
- A Curriculum Vitae (CV) with education and professional qualifications and full employment history. It is also helpful to have daytime and evening telephone contact numbers and email addresses, which will be used with discretion. The CV should include names and contact details of TWO referees. References will not be taken without applicant permission.
- All candidates are also requested to complete our [Equality and Diversity Monitoring Form](#). This will assist PACTS in monitoring their selection decisions to assess whether equality of opportunity is being achieved. The information you give us will be treated as confidential and is for monitoring purposes only.



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