

JOB DESCRIPTION

Job Title	Programme Lead – Investment Zone
Salary Band	44-50 (£56,070 - £66,558)
Reporting to	Assistant Director for Business Growth
Directorate	Investment and Delivery
Service Area	Business Growth
Political Restriction	No

1. Primary Purpose of the Post

Lead the development and delivery of Liverpool City Region's Life Sciences Investment Zone to capitalise on the opportunity presented by £160m of government investment from 2024-2034. The role will project manage the launch and successful delivery of the Investment Zone programme, acting as the first point of contact within the CA for all IZ related activities and working across teams and directorates to ensure its success. The successful candidate will coordinate all Investment Zone workstreams internally, including Investment, Communications, Policy and Inward Investment. They will hold key strategic relationships with relevant stakeholders across LCR, as well as government.

2. Key Role Specific Responsibilities

Direct Accountabilities

- Lead the development of a vision and strategy for the LCR Investment Zone.
- Act as the Combined Authority's single point of contact for the IZ programme, both internally and with HM Government across all workstreams.
- Develop and implement the governance arrangements for the programme (for example - steering groups, programme board) including co-ordination of partnerships with public and private sector stakeholders, universities, suppliers and operators to maximise impact.
- Develop a long term project plan, mapping the progression of the Investment Zone across its ten year lifecycle.
- Coordinate and oversee the delivery of all Investment Zone activity, working closely with CA and Growth Platform colleagues to ensure its success. This will include:
 - Investment – supporting the Investment Team to effectively appraise projects and progress them through the assurance process.
 - Communications – working closely on an IZ prospectus, relevant press releases and acting as the first point of call for IZ enquiries.
 - Inward Investment – supporting the development of an IZ inward investment strategy to fully leverage the potential of the IZ to attract private sector investment.

- Social Value – gain insight and best practice to maximise the social and environmental impact of the IZ across LCR.
- Policy – support the development of an Access to Opportunities plan, ensuring jobs created through IZ projects are accessible to LCR residents, including marginalised communities.
- Freeport – ensuring the IZ and Freeport business offers are complementary and working in conjunction.
- Manage key relationships with constituent Local Authority officers in relation to the Investment Zone, for example, Growth Directors and their Operational Staff, ensuring the effective delivery of IZ projects across LCR.
- Manage relationships with key external stakeholders including Universities, project sponsors, private sector etc.
- Manage impact reporting for the Investment Zone, working closely with the Project Management Office and Evidence, Research and Intelligence teams within the CA to ensure outputs are set and achieved
- Draft and prepare reports to the Executive Leadership Team and meetings of the Combined Authority on matters related to the development and delivery of the Investment Zone.
- Achieve results to ensure timely technical, asset-based and/or operational outputs in line with HM Government funding criteria.

3. General Corporate Responsibilities

To support the Executive Director of Investment and Delivery & Assistant Director of Business Growth in developing a performance-driven culture. Responsibilities include:

- To share and communicate a clear understanding of the Combined Authority priorities across all teams.
- Ensure the development, provision and analysis of high-quality management information and documentation that is timely, accurate and meaningful.
- Recruit, select, appraise and develop staff in accordance with the Combined Authority's policies and procedures.
- Create a positive learning and working environment through delegation, mentoring and coaching of staff and through the identification of training and development needs.
- Develop the Combined Authority's commitment to equal opportunities and promote nondiscriminatory practices in all aspects of work undertaken.
- Work to maximise in-flows of funding to the City Region, including from the private sector, venture and other sources.
- Support the scrutiny process established by the Combined Authority.
- Encourage a culture of continuous improvement to develop an outstanding service, where value for money and best value are delivered and innovation and enterprise flourish.
- Promote strong, direct and effective communication and involvement with all stakeholders.
- Promote the work of the Combined Authority and LCR locally and nationally.
- Support the Combined Authority's commitment to equal opportunities and promote nondiscriminatory practices in all aspects of work undertaken.

4. General Managerial Responsibilities

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

PERSON SPECIFICATION

Service Area: Business Growth

Job Title: Programme Lead – Investment Zone

Grade: 44-50 Salary: £56,070 - £66,558

Note to Applicants. Essential criteria are marked with *. All other criteria are desirable.

	CRITERIA	METHODS OF ASSESSMENT
Qualifications and Training	<ul style="list-style-type: none"> A relevant degree, qualifications and/or significant relevant experience; * Evidence and commitment to continuous personal and professional development 	A, I
Experience & Knowledge	<ul style="list-style-type: none"> Significant experience of successful leadership in an economic development role.* Demonstrable experience of working with the private sector at a senior level. * Stakeholder management experience with particular emphasis on public / private intersections and a translational ability to articulate clearly to both.* Experience of serving on boards and other stakeholder engagement forums. Evidence of successful resource and financial management skills including budget formulation, financial monitoring and control procedures and maximising the deployment and control of grant funded programmes and projects to achieve results. Evidence of successful project management. A track record of working successfully in a political environment. A track record of having achieved personal and professional goals over the course of their career. An understanding of the challenges and opportunities within the LCR economy including the need to balance business growth and innovation with the wider need to achieve a fairer, cleaner, stronger, better connected and more 	A, I A, I I A I I A, I I A I

	CRITERIA	METHODS OF ASSESSMENT
	inclusive economy in which commitment to EDI, the creation of social value and progress to net zero are critical considerations.*	
Skills/Abilities	<ul style="list-style-type: none"> • Ability to lead, inspire and motivate others within a culture of delivery and continuous improvement.* • Highly developed influencing and persuasion skills with a determination to deliver. • Ability to develop and maintain effective working relationships with integrity, credibility and influence with constituent local authorities and key stakeholders.* • Positive, flexible responsive, dynamic and creative approach to problem solving, encouraging ideas from across teams, working around constraints and challenges to translate ideas into practice.* • Highly developed written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way. * • Evidence of creative, innovative thinking, encouraging ideas from across teams, creatively working around constraints and challenges and capable of translating ideas into policy and practice. 	 I I I P, I I
Commitment	<ul style="list-style-type: none"> • An understanding of and a personal commitment to the vision and priorities of the LCR CA.* • A commitment to providing a high-quality customer service and ensuring service standards are met. • Commitment to and understanding of equality, diversity, inclusion and social value. * 	 I I I
Other		

Key to Assessment Methods:

I – Interview, P – Presentation, A – Application, E – Exercise, T – Test, AC – Assessment