



ROLE DESCRIPTION

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| Job Title | i-teams Lead Officer |
| Salary Band | 44-50 |
| Reporting to | Executive Director Public Service Innovation |
| Directorate | Public Sector Innovation |
| Service Area and sub area | i-team |
| Team | i-team |
| Political Restriction | Yes |

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| 1. Primary Purpose of the Post |
| <p>The CA's i-team Lead Officer will drive and oversee the Liverpool City Region's new i-team, part of the internationally renowned Bloomberg i-teams programme. They will drive forward ambitious and transformative innovation programmes to solve complex city region priorities.</p> <p>They will provide overall strategic and operational leadership to the new i-team, a small team of experts who will drive innovation and transformation, leading cross-cutting work on important priorities, initially focussing on take up of housing retrofit and the promotion of active travel. They will also ensure resident-level impact and work with wider stakeholders to embed innovative approaches within the Combined Authority and wider city region.</p> |
| 2. Your responsibilities |
| <ul style="list-style-type: none">• Leading and managing city region's participation in the Bloomberg innovation programme to achieve the goals, deliver results for selected priorities, initially take up of housing retrofit and promotion of active travel, in agreed timelines and budgets• Collaboration and alignment with city region senior leadership, including the city region's local authorities and other key stakeholders, on selected priorities, and key decisions connected their implementation• Establishing, leading and managing the new i-team, ensuring favourable working environment and high motivation of the team members• Engaging city region leadership in strategic matters, providing regular reporting about the i-team's work, and organising their participation in programme events• Identifying barriers and opportunities for the i-team's work and, with the support of the Regional Partner, co-design ways to mitigate (for risks) or utilise (for opportunities) them |



- Maintaining strong relationships and fostering collaboration among a broad set of stakeholders, including senior government officials and stakeholders outside the city administration, including residents
- Oversee the development of targets for the city region's involvement in the innovation programme, and regular measurement of progress
- Oversee the timely development and submission of any needed deliverables for the programme
- Effectively manage the diverse skill sets of the i-team and leverage available programme support to maximize creativity and impact
- Work with wider CA colleagues to embed innovation capabilities and culture through policies, processes, practices and routines

3. General Corporate Responsibilities

- Participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills so as to improve effectiveness and efficiency of service delivery.
- Promote understanding of and adherence to the Combined Authority's core values by modelling appropriate behaviours and encouraging others to do likewise.
- Represent and promote the work of the LCRCA and the wider LCR, locally, regionally and nationally.
- Ensure the development, provision and analysis of high-quality management information and documentation that is timely, accurate and meaningful.
- Support the scrutiny process established by the LCRCA.
- 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.

4. Recruitment Plan

Competency Based Interview
Assessment

PERSON SPECIFICATION

Job Title: iTeams Lead Officer

| Criteria | | |
|---|--------------------------------|---------------|
| Qualifications and Training | E = Essential D = Desirable | Identified By |
| No formal qualifications necessary, but training or experience of delivering transformation programmes or innovation would be helpful | D | A,I |

| Experience and knowledge | E = Essential D = Desirable | Identified By |
|---|--------------------------------|---------------|
| Expertise and experience in leading complex innovation projects that involve multiple stakeholders in the public sector from design to implementation | E | A,I |
| Experience working effectively and collaboratively with senior leadership and management including across departments whether in government, community, and/or private sector | E | A,I |
| Experience with using and developing innovative approaches, methods, and tools | E | A,I |
| Ability to bring people together around a shared ambition or objective | E | A,I |
| Experience of managing staff, including ideally experience of establishing a new team | E | A,I |
| Experience of challenging the status quo in a constructive and helpful way which ensures buy in to new approaches | E | A,I |
| Knowledge of the Combined Authority's overall strategy and how innovation could support delivery of key priorities | D | A,I |

| Skills and abilities | E = Essential D = Desirable | Identified By |
|--|--------------------------------|---------------|
| Building and managing high-performing teams | E | A,I |
| Aptitude for turning new initiatives into more lasting approaches, processes, and culture | E | A,I |
| Strong interpersonal skills with an ability to build good relationships with peers and to interact with diverse stakeholders | E | A,I |



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|---|----------|------------|
| Good written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way | E | A,I |
| Ability to plan and prioritise work, whilst remaining flexible to changing demands. | D | A,I |
| Experience of implementing change management programmes/projects | D | A,I |

| Personal Attributes | E = Essential D = Desirable | Identified By |
|--|--|----------------------|
| Aptitude for moving people outside their comfort zones to embrace new approaches, mindsets, and solutions | E | A,I |
| Self-motivated, results oriented and with a 'can do attitude' | E | A,I |
| Passion for and commitment to addressing complex societal challenges including climate change and other key challenges facing cities | D | A,I |

| Core Behavioural Competencies | E = Essential D = Desirable | Identified By |
|--|--|----------------------|
| An understanding of and personal commitment to the vision and aims of Liverpool City Region Combined Authority | E | I |
| Conduct role with integrity and lead by example | E | I |
| A commitment to providing a high-quality output and ensuring service standards are met | E | I |

Key to Assessment Methods:

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| A - Application |
| I – Interview |