

JOB DESCRIPTION

Job Title	Lead Officer Investment and Devolution Policy
Salary Band	SCP (44-50)
Reporting to	Senior Policy Lead – Economy
Directorate	Policy and Strategy
Team	Economy
Political Restriction	Yes

1. Primary Purpose of the Post

To play a leading role in Combined Authority activity in developing and delivering the policy functions relating to investment and devolution, working in conjunction with the Constituent Authorities and other stakeholders.

2. Key Role Specific Responsibilities

- Lead the development and support the continuous delivery and evaluation of the LCRCA investment strategy, policies and plans, working with internal and external partners to ensure it is grounded in evidence, aligned with wider economic policy, and representative of needs and opportunities within the City Region.
- Work in conjunction with relevant officers in the Combined Authority - particularly across the investment function - constituent local authorities, private sector and innovation partners, in delivering policy objectives, including realisation of the Investment Strategy, ensuring that in turn it delivers on the objectives of the Liverpool City Region (LCR) Growth Plan.
- Play a leading role in the development of devolution policy within LCRCA, helping to shape the strategic ambition of future devolution in LCR, liaising with government and local authorities/stakeholders, and working with others to continuously review, develop and evaluate our policy positions.
- Interpret and use data and research to develop a sophisticated understanding of the economic challenges and opportunities the city region faces, what works in terms of devolved policies, funding, and public sector investment, and ensuring impact of actions are appropriately monitored, benchmarked and reported.



- Undertake fore-sighting activities that focus on global and national headwinds that will impact the city region, determining implications for investment and devolution policy and delivery.
- Support the Senior Policy Lead – Economy, other Policy teams, the Investment and Business Growth teams, to ensure that investment and devolution related work takes account of the aims and objectives of an array of CA policy including economic and productivity growth, skills & employment, transport, housing, environment, and place-making. Equally, ensure that other policies developed by the LCRCA reflect economic and investment policies and objectives and align with evolving devolution ambitions.
- Prepare investment and devolution policy and strategic position papers and briefings for the Metro Mayor, the Executive Leadership Team and the wider LCRCA based on a sound understanding of the Mayoral and LCRCA objectives.
- Provide specialist advice in support of the Authority's policy development, devolution, and funding responsibilities.
- Provide professional support to the relevant Cabinet Leaders, supporting the LCR Business, Trade and Investment Board and other economic development focused networks as required, preparing and presenting relevant reports.
- Work with the Evidence, Research and Intelligence team to develop an evidence base and data needed for effective investment and devolution policy development.
- Support the on-going development of effective, collaborative, strategic relationships with other key economic development stakeholders and partners nationally and across the city region.
- Support the Combined Authority in the strategic commissioning and management of funding, including specification development and stakeholder relationships.
- Work with stakeholders from academia, community and voluntary sector organisations and national agencies to ensure shared development and ownership of policy developments and wider connectivity of initiatives to deliver the LCRCA's economic development strategic objectives.

3. General Corporate Responsibilities

- To support the implementation of the City Region's Devolution agreement and wider strategic priorities.
- To develop effective city region and cross-portfolio collaboration.
- To represent and promote the work of the LCRCA and the wider LCR, locally, regionally and nationally.
- In line with the respective role to ensure 'joined up' policy and practice in across areas of the city region.
- To represent the LCRCA with customers and the Liverpool City Region public and partner organisations so as to raise the reputation of the LCRCA and promote its interests and its people.
- To embed a culture that places customers first, adopts a can-do approach and focuses on communities and working locally.
- To work with public and other relevant bodies to support Liverpool City Region's communities, through services and activities which address local concerns and which foster social capital and 'resilient communities'.
- To contribute to the corporate management of the strategic risks facing the LCRCA
- Promote corporate efficiency targets and initiatives
- Support the scrutiny process established by the LCRCA
- To contribute to the corporate management of the strategic risks facing the LCRCA
- Recruit, appraise and develop staff. Set individual performance targets, monitor performance take action to achieve results on time and within budgets.
- Promote the Combined Authority's core values and continued improvement in service quality and efficiency.
- To 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.
- To develop the Combined Authority's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.

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

Job Title: Lead Officer Investment and Devolution Policy

A = Application; I = Interview

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
1. Qualified to Degree level or above	E	A
2. Membership of (or eligibility to join), a recognised and relevant professional body	D	A
3. Evidence and commitment to continuous personal and professional development	E	A, I

Experience and knowledge	E = Essential D = Desirable	Identified By
4. Record of achievement in a similar role, of operating in a complex environment, preferably in local and/or central government or relevant policy body/agency	E	A, I
5. Demonstrable experience of developing strategic policy papers relating to investment and devolution related ideally at national, sub national and local level	E	A, I
6. Demonstrable experience of providing professional strategic advice to politicians and Senior Leadership teams	E	A, I
7. Experience of building and developing effective, collaborative relationships with stakeholders, partners and internal functions	E	A, I
8. Experience of advising on and supporting funding allocation	E	A, I
9. Experience of direct management of staff, providing direction and managing performance	D	I
10. Experience of operating effectively and collaboratively as part of a team.	D	A, I
11. Experience of influencing Government policy and direction	D	A, I
12. An understanding of the Liverpool City Region devolution agreement, local government, central government and their roles structures and relationships	E	A, I
13. Detailed understanding of key government policies and the policy making	E	A, I

Skills and abilities	E = Essential D = Desirable	Identified By
14. Evidence of creative, innovative thinking, encouraging ideas from across teams, creatively working around new constraints and challenges and capable of translating ideas into policy and practice	D	A, I
15. Ability to lead, inspire and motivate others within a culture of proactive service delivery and continuous improvement	D	A, I
16. Ability to develop and maintain effective work relationships with integrity, credibility and influence with national and local politicians, officers, and other key stakeholders	D	A, I
17. Highly developed written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way	E	A, I
18. Ability to deliver and lead others under pressure, prioritising work against competing demands to meet challenging deadlines	E	A, I
19. Ability to anticipate and understand the needs of the LCRCA and the city region and translate them into solutions and outcomes	E	A, I
20. Ability to negotiate, influence and give advice to politicians, senior managers and partner organisations	D	A, I

Personal Attributes	E = Essential D = Desirable	Identified By
21. An understanding of and a personal commitment to the Vision and Aims of Liverpool City Region Combined Authority.	D	A, I
22. A commitment to providing a high-quality customer service and ensuring service standards are met.	D	I
23. Commitment to and understanding of equal opportunities.	D	I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
24. Flexible approach to working hours and willingness to work flexibly as and when required.	D	I
25. Ability to attend meetings inside and outside the city region.	D	I