

## **ROLE DESCRIPTION**

<b>Job Title</b>	Director; Transformation & Digital
<b>Salary Band</b>	SCP 03 – 05 £121,944 - £131,940
<b>Reporting to</b>	Executive Director – Resources
<b>Directorate</b>	Resources
<b>Service Area and sub area</b>	Digital Transformation
<b>Team</b>	IT Operations, Digital, Delivery, Assurance * subject to org design activity
<b>Political Restriction</b>	Yes

<b>1. Primary Purpose of the Post</b>
<p>Provide strategic leadership for the Delivery, Assurance, IT Operations and Digital Functions and set the strategic direction for these Functions to meet the ambitions of the Liverpool City Region Combined Authority.</p> <ul style="list-style-type: none"> <li>▪ Take overall responsibility for the Delivery Function through the delivery of a diverse range of programmes, its service model and corporate services standards.</li> <li>▪ Take overall responsibility for the Assurance Function through the delivery of all programme assurance activity and associated investment decisions and assurance processes.</li> <li>▪ Take overall responsibility for the IT Operations Function through the delivery of a secure and efficient IT service and robust technology infrastructure.</li> <li>▪ Take overall responsibility for the Digital Function through the delivery of new and integrated digital technologies to drive growth, enhance operational efficiency and deliver new opportunities for the region.</li> </ul> <p>Be a pro-active, collaborative member of the LCR Combined Authority Senior Leadership Team.</p>
<b>2. Your responsibilities</b>
<ul style="list-style-type: none"> <li>▪ Drive the transformation agenda across the organisation and the region as a highly effective change management leader.</li> </ul>

- Ensure the effective strategic implementation of transformation, with responsibility for a wide range of large-scale, high-value, cross-organisation programmes, projects and continuous improvement initiatives.
- Drive forward the adoption of emerging technologies, such as automation, AI, and data analytics to enhance service delivery across the organisation and improvements in the region.
- Drive transformation, innovation and continuous performance improvement across all IT operations and digital service areas to ensure modern, secure, value for money and high-quality service provision.
- Foster a culture of continuous improvement and change management, promoting the adoption of new processes, tools, and technologies, translate and business objectives into technology solution designs and deliver them to meet business outcomes.
- Oversee assurance activity and associated investment decisions and assurance processes, ensuring all associated policies and processes are robust and compliant.
- Oversee and deliver all associated budgeting and reporting requirements for this area of the organisation.
- Ensure that all relevant statutory duties, licensing requirements, governance responsibilities are met by the Functions under your supervision.
- Support the elected members of the Combined Authority and its respective committees, providing strategic advice and support as required.
- Build and maintain effective relationships with stakeholders and partners, building trusted partnerships striving to achieve the same goals and aspirations.
- Be a proactive and collaborative member of the Resources Directorate Leadership Team providing strategic leadership, direction, expertise, advice and guidance to the Executive Director – Resources and the Mayor.
- Lead on specific programmes and projects at the request of the Executive Director and act as their deputy as required.

### **3. General Corporate Responsibilities**

- Effective leadership and management of staff within a service/group of functions encouraging a continuous improvement ethos to develop outstanding services where VFM (value for money) is delivered and where innovation and innovation can flourish.
- Creating a positive working and learning environment, ensuring accountabilities and priorities are clear to Services, teams and individuals with development needs identified and delivered, including coaching/mentoring opportunities and proactive management of employee relations, performance and attendance.
- Contribute to the preparation of corporate plans, risk registers and resource planning for the areas of defined responsibility.
- Ensure effective performance management, actively engaging with LCRCA's performance management framework, and delivering all personal and Service performance targets as agreed, managing identified risks, and contributing to the management of Directorate and Corporate risks.

- Demonstrate the LCRCA's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken, promoting full consideration of the equality impacts of decisions on all the Protected Characteristics. Advance non-discriminatory practices in all aspects of work undertaken.
- To share and communicate a clear understanding of the LCRCA priorities across the Resources Directorate.
- Ensure compliance with legislation and LCRCA policies and procedures in relation to governance, including supporting the scrutiny process and the completion of the annual governance statement.
- Be a proactive and collaborative member of the LCRCA Strategic Leadership Team and Resources Directorate Team, providing expertise, advice, and guidance as required.
- Display organisational behaviours of Liverpool City Region First, Respect and Action Focus encouraging others to do likewise and role model the leadership expectations outlined in the LCRCA Leadership Charter to inspire and empower the wider LCRCA team.
- Establish effective relationships and collaboration with constituent local authorities/bodies to support long term ambition and delivery of the LCRCA Corporate Plan.
- Promote the work of the LCRCA and LCR locally and nationally and advance involvement, communication, and communication with all stakeholders.
- Ensure the development, provision and analysis of high-quality management information and documentation that is timely, accurate and meaningful.
- 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 LCR's communities, through services and activities which address local concerns, and which foster social capital and resilient communities.
- Promote the work of the LCRCA and LCR locally and nationally promoting local decision making and 'Devolution by Default'.

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility at the time of writing. There is recognition that the Combined Authority is likely to be subject to continuous change. As such, senior officers are expected to work flexibly and accept that their areas of specific responsibility may also be subject to change.

#### **4. Recruitment Plan**

Competency Based Interview  
Assessment

## PERSON SPECIFICATION

**Job Title:** Director: Transformation & Digital

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Degree and/or management qualification (or equivalent through work related experience)	E	A
Membership of (or eligibility to join) a recognised, relevant professional body	E	A
Evidence and commitment to continuous personal and professional development	E	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Significant, demonstrable experience delivering change initiatives at a senior level in a public sector organisation or other organisation of comparable scope and complexity.	E	A,I
Experience of working within a political environment including advising and briefing politicians	E	A,I
Comprehensive experience of providing specialist technical input into diverse range of cross-organisation, high-value programmes and initiatives	E	A,I
Comprehensive experience of driving digital innovation and continuing to ensure modern and high-quality provision	E	A,I
Proven track record of managing and delivering multiple large-scale programmes and initiatives in a public sector organisation or other organisation of comparable scope and complexity	E	A,I
Evidence of delivering high-quality services	E	A,I
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	E	A,I



Proven record of developing and utilising links with Stakeholders/Partners as a senior level	<b>E</b>	<b>A,I</b>
Knowledge of emerging technologies, such as automation, AI, and data analytics and their potential application	<b>E</b>	<b>A,I</b>
Knowledge of the Project Management Framework, as well as standards and good practice in Project Management	<b>E</b>	<b>A,I</b>
Knowledge of effective change management in a complex organisation	<b>E</b>	<b>A,I</b>
An understanding of the LCR devolution agreement, local government, central government and their roles Structures and relationships	<b>E</b>	<b>A,I</b>
Detailed understanding of relevant key government policies and the policy making/legislative process	<b>E</b>	<b>A,I</b>

<b>Skills and abilities</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Experience in management of a service delivering large scale programmes.	<b>E</b>	<b>A, I</b>
Ability to understand, interpret and adopt other business, financial and commercial reports.	<b>E</b>	<b>A,I</b>
Ability to lead, inspire and motivate others within a culture of proactive service delivery and continuous improvement	<b>E</b>	<b>A,I</b>
Highly developed influencing and persuasion skills with a determination to deliver.	<b>D</b>	<b>A,I</b>
Ability to develop and maintain effective working relationships with integrity, credibility and influence with	<b>D</b>	<b>A,I</b>



national and local politicians, civil servants, officers, and other key stakeholders.		
Able to deliver and lead others, prioritising competing demands to meet deadlines.	<b>D</b>	<b>A,I</b>
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.	<b>D</b>	<b>A,I,T</b>
Highly developed written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way.	<b>D</b>	<b>A,I,T</b>
Ability to anticipate and understand the needs of the LCR CA and the city region and analyse and interpret information using judgement in creating solutions	<b>E</b>	<b>A,I</b>
Experience and ability to build effective working relationships with a wide range of stakeholders.	<b>D</b>	<b>A,I</b>
Ability to negotiate, influence and give advice to politicians, senior managers and partner organisations.	<b>D</b>	<b>A,I,T</b>
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.	<b>D</b>	<b>A,I</b>
High level of skill in strategic and analytical thinking allied with an ability to make effective, critical decisions	<b>D</b>	<b>A,I,T</b>

<b>Personal Attributes</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
An understanding of and a personal commitment to the Vision and Aims of LCR CA	<b>D</b>	<b>A,I</b>
A commitment to providing a high-quality customer service and ensuring service standards are met	<b>E</b>	<b>A,I,T</b>
Commitment to and understanding of equal opportunities	<b>D</b>	<b>A,I</b>
Knowledge of the key issues facing a City Region	<b>E</b>	<b>A,I</b>
Flexible approach to working hours and willingness to work flexibly as and when required.	<b>D</b>	<b>A,I</b>
Evidence of quality, time management and organisational skills	<b>D</b>	<b>A,I</b>



Ability to attend meetings inside and outside the City Region	<b>D</b>	<b>A,I</b>
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<b>Core Behavioural Competencies</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Commitment to follow and amplify the LCR CA agree behaviours of LCR First, Respect and Action Focus	<b>D</b>	<b>A,I,T</b>
Demonstrates the highest levels of professionalism.	<b>D</b>	<b>A,I,T</b>
Ability to demonstrate integrity linked to a high level of personal resilience and a determination to deliver LCRCA goals and strategies.	<b>D</b>	<b>A,I,T</b>
Ability to work collaboratively.	<b>D</b>	<b>A,I,T</b>
Ability to work under pressure and public scrutiny.	<b>D</b>	<b>A,I,T</b>
Commitment to continuous improvement	<b>D</b>	<b>A, I,T</b>

### Key to Assessment Methods:

I – Interview	A - Application	T – Testing including Psychometric Assessment
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