



ROLE DESCRIPTION

| | |
|----------------------------------|--------------------------------------|
| Job Title | Pipeline Development Manager |
| Salary Band | SCP 44-50 |
| Reporting to | Lead Officer – Transport Development |
| Directorate | Place |
| Service Area and sub area | Network Development |
| Team | Transport Development Team |
| Political Restriction | N/A |

1. Primary Purpose of the Post

To lead on developing a high-quality pipeline of future projects for transport – which aligns with wider proposals for housing and investment to meet strategic objectives of the CA. The postholder will work collaboratively with other teams to develop the pipeline and will take the lead in presenting it to a wide range of stakeholders, ensuring the Combined Authority is well placed to respond to national funding calls and has a clear strategy for investing devolved funds.

2. Your responsibilities

- Work with the Lead Officer – Transport Development and Network Development Manager to develop the transport development pipeline for the CA and target future funds
- Lead the relationship with the Policy and Strategic Commissioning (P&SC) Directorate to ensure pipeline development and prioritisation is underpinned by evidence and aligned with policy and strategic objectives
- Engage with Local Authorities, stakeholders and delivery teams within the CA to build and develop the pipeline
- Present the CA's development pipeline to partners, stakeholders and take it through internal approvals process
- Work with a range of stakeholders to identify where new projects and programmes are required to meet strategic priorities
- Line manage a Pipeline Development Coordinator and Transport Development Analysts who will assist in developing and coordinating the pipeline
- When pipeline priorities are established work with internal and external colleagues to identify required development and feasibility work
- Support transport projects which have been through the early stages of the Place Directorates Project Gateway Review Process, before facilitating their handover to delivery teams
- Lead on managing bids for external funding on behalf of the CA using the developed pipeline
- Manage internal and external resource to support development of external bids



3. General Corporate Responsibilities

- To support the implementation of the City Region's Devolution agreement and wider strategic priorities
- Working with other members of LCRCA Leadership team to make open, honest and effective corporate management decisions.
- Provide leadership by communicating the vision and interpreting and providing direction for policies, standards and systems
- To contribute to the corporate management of the strategic risks facing the LCRCA
- Promote corporate efficiency targets and initiatives
- Promote understanding of and adherence to the Combined Authority's core values by modelling appropriate behaviours and encouraging others to do likewise
- Promote and encourage 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

4. Recruitment Plan

Competency Based Interview
Assessment



PERSON SPECIFICATION

Job Title: Pipeline Development Manager

| Criteria | | |
|--|--|----------------------|
| Qualifications and Training | E = Essential D = Desirable | Identified By |
| 1. Degree or equivalent levels of experience | E | |
| 2. Postgraduate degree related to transport, business, finance or management (e.g. MBA) | D | |
| 3. Membership of a recognised and relevant professional body (e.g. CILT, CIHT, RTPI, RICS) | D | |

| Experience and knowledge | E = Essential D = Desirable | Identified By |
|---|--|----------------------|
| 4. Experience of building a pipeline or programme of projects across transport, investment and housing | E | A, I |
| 5. Working effectively in a team | E | A, I |
| 6. Working under pressure, meeting deadlines and showing resilience | E | A, I |
| 7. Building relationships around a shared objective | E | A, I |
| 8. Ability to assess transport, housing or investment proposals with a view to their development/funding | E | A, I |
| 9. An understanding of HM Treasury's Green Book guidance and its application in project business cases | E | A, I |
| 10. Conducting due diligence into a proposed project | D | A, I |
| 11. Experience of delivering information to senior stakeholders, including the preparation of reports and supporting materials on proposed projects | E | A, I |
| 12. Experience of leading project/programme groups | E | A, I |
| 13. Experience of building effective working relationships with a range of stakeholders (including from the public sector) | E | A, I |

| Skills and abilities | E = Essential D = Desirable | Identified By |
|--|--|----------------------|
| 14. Knowledge of UK economic development policy | D | A, I |
| 15. Ability to request, analyse and interpret data and analysis | D | A, I |
| 16. Developed written and oral presentation skills | E | A, I |
| 17. Ability to manage and deliver on concurrent work streams | E | A, I |
| 18. Positive, flexible and responsive, with a dynamic and creative approach to problem solving | D | A, I |



| | | |
|---|----------|-------------|
| 19. Sensitivity to the political and social impacts of the team's projects and work | E | A, I |
| 20. Understanding of government policies and their application to the Combined Authority's priority areas | D | A, I |

| Personal Attributes | E = Essential D = Desirable | Identified By |
|--|--|----------------------|
| 21. A personal commitment to the Vision and Aims of Liverpool City Region Combined Authority | E | A, I |
| 22. Flexible approach to working hours and willingness to work flexibly as and when required | D | A, I |
| 23. Evidence of quality, time management and organisational skills | E | A, I |

| Core Behavioural Competencies | E = Essential D = Desirable | Identified By |
|---------------------------------------|--|----------------------|
| 24. Commitment to equal opportunities | E | A, I |

Key to Assessment Methods:

| | |
|---------------|-----------------|
| I – Interview | A - Application |
|---------------|-----------------|