

ROLE DESCRIPTION

Job Title	Lead Principal Projects Officer
Salary Band	37-40
Reporting to	Active Travel Manager
Directorate	Place
Service Area and sub area	Forward Planning, LTP Development
Team	Active Travel Team
Political Restriction	No

1. Primary Purpose of the Post

- To give strategic transport level advice in support of the development of the LCR transport priorities, via the early identification of potential funding opportunities, development of proposals and the subsequent development and review of transport business cases and funding applications.
- Development of the feasibility and economic appraisal of options to support transport, working with colleagues and stakeholders to meet LCRCA requirements for transport business case development, specifically in relation to active travel.
- Give strategic advice and coordinate the development of projects within LCR transport programmes and subsequent programme monitoring and evaluation.
- Develop and manage in-house prioritisation of schemes with key stakeholders to help secure the funding for City Region transport projects.
- Ensure that the design review process is implemented in line with the expectations of Active Travel England.
- To provide day-to-day management of the Active Travel Officers.

2. Your responsibilities

- Responsibility to promote progressive, innovative, informed thinking relating to transport services, infrastructure and delivery throughout the LCR and to work with colleagues to apply LCR CA transport strategies.
- Coordinate and commission economic assessment and appraisal studies, develop business and economic analysis of service and infrastructure options and verify value for money. Demonstrating a high level of technical knowledge and ability in appropriate ICT application.
- Identify and share best practices to provide robust, informed advice to Senior Management and senior officers across the LCR as needed on key transport related issues.
- Managing day-to-day and strategic relationships with colleagues, partners and stakeholders to develop and provide informed, cogent advice and input to initiatives/projects defined by Senior Management.
- To programme manage partnership transport investment across the City Region. From establishing programme management documentation, through to managing the monitoring, measuring, evaluating and reporting on initiatives or projects and their



delivery within agreed formats and timescales both locally and nationally. This includes working alongside finance, legal and project assurance functions to develop the appropriate funding agreement between the Combined Authority and its constituent local authorities.

- Develop outcome-based funding applications which seek to deliver the LCR Corporate Plan, the LCR Transport Plan, Local Journeys Strategy and other key city region strategies.
- Develop commissions and briefs for the appointment of consultants and contractors working alongside the Procurement Dept. and other officers to deliver an effective means of assessment and choice of external service providers.
- Ensure that the design review process is implemented as per the agreed terms of reference.

Managerial Responsibilities:

- Oversee team appraisals linked to Service and Corporate Plans. Ensuring plans are developed and monitored for each team member and supported where appropriate with a training and development programme.
- Ensure staff are competent in the areas they serve.
- Providing leadership and inspiration to deliver service excellence.
- Undertaking proactive absence management and adherence to policy, ensuring appropriate cover is available.
- Create a positive learning and working environment through delegation, mentoring and coaching of staff through the identification of training and development needs.
- Managing the day-to-day strategic relationships with colleagues, partners and stakeholders especially with local authority colleagues, to develop and provide informed, cogent advice and input into a full range of initiatives/projects.

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 principal areas of responsibility at the time of writing.

3. General Corporate Responsibilities

- To support the implementation of the City Region’s Corporate Plan and wider strategic priorities.
- To work as a key part of the Active Travel service area to support the achievement of corporate efficiency targets and initiatives.
- To ensure the Combined Authority’s commitment to diversity and equal opportunities is demonstrated by promoting non-discriminatory practices in all aspects of work undertaken.

4. Recruitment Plan



**LIVERPOOL
CITY REGION**
COMBINED AUTHORITY

METROMAYOR
LIVERPOOL CITY REGION

Competency based interview.

PERSON SPECIFICATION

Job Title: Lead Principal Projects Officer

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Educated to degree level or HND/HNC level in a relevant discipline e.g. Civil Engineering /Transport Planning / Project Management with strong relevant experience.	E	A
Membership of a professional body	D	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Preparation of reports / presentation of information to senior management, local politicians and stakeholders.	E	A/I
Experience of effective forward planning, organisation and coordination of resources and projects.	E	A/I
Knowledge and experience of technical analysis – with specific reference to sustainable transport and highway related projects.	E	A/I
Experience of managing a small team but with complex projects.	E	A/I
Experience of project / programme management, risk and dependencies, lessons learnt, etc.	D	A/I
Knowledge and understanding of local government processes and procedures.	D	A/I
Political awareness and understanding of the regional and national political context and influences.	D	A/I

Skills and abilities	E = Essential D = Desirable	Identified By
Excellent problem-solving skills.	E	A/I
Excellent stakeholder/ relationship management skills	E	A/I
Excellent written and verbal communication skills. Relevant and competent ICT skills with knowledge of MS software packages.	E	A/I
Ability to oversee multiple projects simultaneously and effective prioritisation of workload for the team.	E	A/I
Time management / prioritisation of tasks	E	A/I

Personal Attributes	E = Essential D = Desirable	Identified By
High personal motivation and willingness to go the extra mile for the team	E	A/I
Ability to self-start and work on own initiative	E	A/I
Positive attitude and a demonstrable can-do attitude	E	A/I
Willingness to gain new knowledge and skills to improve performance and a commitment to professional growth	E	A/I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
A commitment to learning and personal development	E	A/I
Working with others/people skills – working with a range of stakeholders, internal and external to the LCRCA	E	A/I
Team working - able to manage the day-to-day operations of a team in a fast-paced environment – respecting colleagues and recognising the contributions made by all team members	E	A/I
Commitment to the vision and aims of the Liverpool City Region Combined Authority	E	A/I
Commitment to equal opportunities	E	A/I

Key to Assessment Methods:

A - Application	P – Presentation
I – Interview	