

ROLE DESCRIPTION

Job Title	Programme Director – Development
Salary Band	Leadership Level 4, SCP 03 - 05
Reporting to	Executive Director – Investment & Delivery
Directorate	Investment & Delivery
Service Area and sub area	Mayoral Development Corporation
Team	Mayoral Development Corporation
Political Restriction	Yes

1. Primary Purpose of the Post
<p>To drive forward development and provide high quality leadership and direction to lead the establishment of development functions such as Mayoral Development Corporation and Placed Based Business Case for Liverpool City Region Combined Authority (LCRCA).</p> <ul style="list-style-type: none"> • The Director will be accountable for providing leadership to the explore the development of a Mayoral Development Corporation (MM Dev Co), aligned to the emerging pipeline for Investment & Delivery. The Director will be the MM Dev Co and Placed Based Business Case (PBBC) lead for the Combined Authority and will work across service areas and across sectors to advocate, support and advise on the development agenda. A critical focus will be to work closely with senior civil servants, local authorities, and private sector stakeholders to establish an approach to development for the LCRCA. • The role will be the lead accountable Director for supporting the Combined Authority agenda for MM Dev CO and PBBC and work across all service areas to facilitate, lead and direct as required. • The Combined Authority has several investment programmes that would benefit from a MM Dev Co and this role will support and lead this function for the Combined Authority. • The role will lead implementing a MM Dev Co for the City Region, supporting Local Authorities in identifying delivery needs and working closely with local partners and national agencies to facilitate an investment pipeline and programme for the area. • Support Executive Director Investment and Delivery in delivering LCRCA’s ambitious aspirations which are also safe, affordable and accessible and in line with our economic, environmental and social impact goals. • Be a proactive, collaborative member of the LCRCA Directors Forum and be a member of the Place Directorate Leadership Team.



2. Your responsibilities

- Lead the development of the LCRCA's Place Based Pipeline; this will entail directing and developing an effective project work programme. This will developing an early accelerator business case to inform national policy making.
- Establish the principles for a Mayoral Development Corporation. Provide a robust commercial business plan and resources proposal to determine the appropriate route to accelerate delivery of investment for the authority.
- Develop and manage a project development team, made up of a range of specialist professionals, external consultants and internal staff.
- Provide regular briefings, advice and guidance as necessary to the Executive Leadership Team, Mayor and Local Authorities.
- Develop strong relationships with key government departments, regulators and sector partners to implement the PBBC and concept for a MDC.
- Maximise the economic, financial, environmental and operational viability of all potential options to support the City Region in driving forward PBBC and MDC ambitions. In doing so, provide and advice and support to senior officers and Elected Politicians.
- Identify and manage the project and programme risks and opportunities within the CA risk management framework.
- Support the Investment and Delivery Directorate Leadership team

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/functions, where VFM (value for money) is delivered and where innovation can flourish.
- Foster a positive working and learning environment, ensuring effective team leadership which champions and encourages display of organisational behaviours and fosters good working relationships.



- Contributing to the preparation of corporate plans, risk registers and budgets leading on Service Plans, risk registers, budgets and resource planning for the areas of defined responsibility.
- Ensure effective performance management, actively engaging with Combined Authority's performance management framework, delivering all personal and Service performance targets as agreed, managing identified risks, and contributing to the management of Directorate and Corporate risks.
- Demonstrate the Combined Authority's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken; promoting full consideration of equality impacts of decisions on all Protected Characteristics. Advance non-discriminatory practices in all aspects of work undertaken
- Share and communicate a clear understanding of the Combined Authority priorities across the Directorate
- Ensure compliance with legislation and Combined Authority policies and procedures in relation to governance including supporting the scrutiny process and the completion of the annual governance statement
- Comply with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority
- Display organisational behaviours of LCR First, Respect and Action Focus encouraging others to do likewise and role model the leadership expectations outlined in the Combined Authority Leadership Charter to inspire and empower the wider Combined Authority team
- Establish effective relationships and collaboration with constituent local authorities/bodies to support long term ambition and delivery of the Combined Authority Corporate plan
- Ensure the development, provision and analysis of high-quality management information and documentation that is timely, accurate and meaningful.
- Embed a culture that places customers first, adopts a can-do approach and focuses on communities and working locally



- Work with public and other relevant bodies to support LCR's communities, through services and activities which address local concerns and foster social capital and resilient communities
- Promote the work of the Combined Authority and LCR locally and nationally, championing local decision making and 'Devolution by Default'
- Be responsible for the wellbeing and health and safety of staff in line with organisational policies and guidance around attendance at work and health and safety
- Ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

4. Recruitment Plan

Competency Based Interview
Assessment

PERSON SPECIFICATION

Job Title: Programme Director – Development

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Relevant degree, qualifications and/or significant relevant management experience; and membership of (or eligibility to join) a recognised, relevant professional body.	E	A
Evidence and commitment to continuous personal and professional development.	E	I
Experience and knowledge	E = Essential D = Desirable	Identified By
Significant experience in the development and delivery of complex, large infrastructure projects in a regulated industry, ideally in investment, housing and regeneration, transport or a related sector.	E	A, I
Experience with business case development, Tag Guidance and viability appraisal for a fund, project, programme or similar financial experience.	E	A, I
Demonstrable experience of managing complex projects with significant impact and mitigation requirements.	E	A, I
Significant experience in financial management, having managed multimillion-pound budgets, putting in place effective controls and successfully prioritising resources.	E	A,I
Experience of directing and leading multi-disciplinary teams of internal staff and external advisors, providing direction and managing performance.	E	A,I
Experience of developing strong business cases and analysing large projects commercial, economic, financial and operational viability.	E	A,I
Significant experience of identifying and managing risk including strategic risk and risk of failure.	E	A,I
Experience of leading large procurement activities and managing contracts, ideally familiar with public sector procurement processes.	D	A,I



Skills and abilities	E = Essential D = Desirable	Identified By
Ability to lead and motivate others providing clear direction and creating a result driven, innovative and pro-active delivery culture.	E	A, I
Strong influencing skills, ability to understand and communicate key features, advantages and disadvantages of the project/programme to influence policy makers and politicians and build a compelling case for the project/programme.	E	A, I
Ability to analyse and translate complex financial, commercial, operational and regulatory information to inform project decision making.	E	A, I
Extensive knowledge and understanding of key government policies and the policy making/legislative process related to the project.	E	A, I
Ability to develop/maintain effective working relationships, with a range of stakeholders which includes civil servants, regulators and suppliers.	E	A, I
Highly developed commercial acumen with ability to quickly understand complex information and its potential impact on the project.	E	A, I
Excellent communication skills, including the ability to: <ul style="list-style-type: none"> a) relay the Combined Authority's strategy, priorities and priority programmes and projects b) create a shared vision around the project and associated opportunities c) influence key stakeholders to support the project d) overcome obstacles with constructive dialogue e) listen and build effective relationships f) communicate openly and honestly g) effectively convey complex information to a range of audiences h) excellent written communication skills with attention to detail 	E	A, I
Able to work under pressure in a fast-paced environment and capable of delivering to short timescales.	E	A, I
Excellent IT skills with proven ability in all Microsoft Office products and familiarity with collaborative working IT solutions is desirable (e.g. SharePoint).	E	A, I

Personal Attributes	E = Essential D = Desirable	Identified By
An understanding of and a personal commitment to the Vision and Aims of LCR Combined Authority.	E	I
A commitment to providing a high-quality customer service and ensuring service standards are met.	E	I
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues.	E	I

Core Behavioural Competencies	E = Essential	Identified By
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	D = Desirable	
Flexible approach to working hours and willingness to work flexibly as and when required.	E	I
Quality, time management and organisational skills.	E	I
Ability to attend meetings across and outside the City Region.	E	I

Key to Assessment Methods:

A - Application
I – Interview