

ROLE DESCRIPTION

Job Title	Principal Projects Officer
Salary Band	33-36
Reporting to	Active Travel Manager
Directorate	Place
Service Area and sub area	Transport Infrastructure Programmes (Active Travel)
Team	Active Travel
Political Restriction	No

1. Primary Purpose of the Post
• Support and implement the development of sustainable transport, active travel and Key Route Network initiatives, which support the priorities of the Liverpool City Region Combined Authority (LCRCA) through early identification of potential funding opportunities. • Develop feasibility and economic appraisal options working with colleagues and stakeholders to develop into outline and full business cases. • Lead on the development preparation and review of transport business cases, including developing the management, commercial and strategic cases in conjunction with colleagues across the LCRCA. • To apply innovation, best practise and research in the development and delivery of initiatives or projects and their supporting operational/business case. • Lead on the development of the in-house prioritisation of schemes with key stakeholders to identify and secure the funding for City Region sustainable transport, Active Travel and Key Route Network projects. • Support the development of externally funded programmes and schemes and assist with their delivery.
2. Your Responsibilities
• Prepare tender documentation, procure and supervise external contractor and consultant commissions. • Undertake and comment upon design checks and reviews of proposed schemes. • Identification and mitigation of risks to enable successful delivery of schemes. • Ensuring robust approaches to technical and economic business case development whilst managing and controlling allocated resources within agreed budgets. • Monitoring, measuring, evaluating and reporting on initiatives or projects and their delivery within agreed formats and timescales in accordance with the LCRCA's assurance processes. • Technical liaison with Merseytravel, LCRCA teams and local authority representatives during project / programme development and delivery. • Represent the LCR as appropriate, at local, regional and national committees



and meetings.

- Application of corporate programme and project management methodology.
- Promoting a culture of continuous improvement with staff and stakeholders.
- Ensuring that statutory requirements are met through understanding the current legislation affecting transport in the LCR.

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 Transport Infrastructure Programmes sub-area to support the achievement of corporate efficiency targets and initiatives.
- To ensure the Combined Authority's commitment to diversity and equal opportunities and is demonstrated through promoting non-discriminatory practices in all aspects of work undertaken.

4. General Managerial Responsibilities

To provide general support and guidance to the Graduate officers within the team.

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

4. Recruitment Plan

Competency based interview

PERSON SPECIFICATION

Job Title: Principal Projects Officer

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

Experience and knowledge	E = Essential D = Desirable	Identified By
Successful project /programme planning, delivery and implementation.	E	A/I
Preparation of reports / presentation of information to management, local politicians and stakeholders.	E	A/I
Relevant ICT skills with knowledge of MS software packages.	E	A/I
Knowledge/experience of transport related government policy and legislation both locally and nationally.	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
Ability to work independently and/or as a team.	E	A/I
Ability to work effectively to tight deadlines and demonstrate problem solving skills.	E	A/I
Ability to work in a partnership environment but still be able to challenge in a constructive manner to achieve successful outcomes.	E	A/I
Ability to work flexibly and to changing priorities.	E	A/I



Ability to focus on detail and accuracy.	E	A/I
Ability to communicate effectively and confidently with internal and external stakeholders and partners.	E	A/I
Ability to oversee multiple projects simultaneously and effective prioritisation of workload.	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
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
Honest, dependable and trustworthy – demonstrating commitment to learning and personal development, good time keeping and attendance	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 work effectively within 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
I – Interview