

ROLE DESCRIPTION

Job Title	Director of Public Service Innovation
Salary Band	Leadership Level 4 - SCP 03-05
Reporting to	Executive Director, Public Service Innovation and Partnerships
Directorate	Public Service Innovation and Partnerships
Service Area and sub area	Public Service Strategy
Team	Office for Public Service Innovation
Political Restriction	Yes

1. Primary Purpose of the Post
- To lead work across organisational, professional, and geographical boundaries to address complex, multi-stakeholder challenges so that public services better meet the needs of Liverpool City Region residents - As a member of the LCRCA's Directors Forum, the postholder will provide effective leadership across the senior management of the Combined Authority, maximising the impact of the Directorate - Ensure effective and efficient delivery of strategic priorities through collaborative working, this role is essential in delivering key corporate plan and manifesto commitments
2. Your responsibilities
- Provide leadership across public services to develop new approaches to tackling challenges facing residents in the city region supporting a move to prevention and early intervention - Innovate, re-design and deliver public service priorities, overseeing the development of the new Office for Public Service Innovation, moving small scale pilots into sustainable programmes that improve outcomes for residents - Identify further opportunities to collaborate across public service initiatives in the city region to maximise the impact of new and existing programmes - Lead work with the Office for the Police and Crime Commissioner and Fire and Rescue Service to develop options for integrating responsibilities into the Combined Authority - Ensure that the LCRCA's work on public services is ambitious, reflects the needs of the city region and influences Government policy about future devolution - Keep abreast of developments and influence in national and local government policy and strategy - Influence Government policy developments and negotiate to secure devolution of funding and responsibilities for place based public services - Provide advice to the Metro Mayor and Cabinet portfolio holders on important and sensitive matters, suggesting options and resolving conflicting priorities or approaches - Provide strategic expertise and guidance to the Executive Leadership Team on significant decisions, informing corporate planning and priorities

- Balance meeting ambitious commitments with ensuring projects are deliverable, economically viable and sustainable.
- Deputise for the Executive Director Public Service Innovation and Partnerships as required
- To develop effective city region and cross-portfolio collaboration;
- To represent and promote the work of the LCRCA and the wider LCR, locally, regionally and nationally to ensure 'joined up' policy and practice in across areas of the city region
- Support the implementation of the City Region's Devolution agreement and wider strategic priorities

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 value for money is delivered and where innovation can flourish
- Foster a positive working and learning environment, ensuring accountabilities and priorities are clear to services, teams and individuals, learning and development needs are identified and delivered including coaching/mentoring opportunities and that there is proactive management of employee relations, performance, and attendance.
- 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 Combined Authority and LCR locally and nationally promoting local decision making and 'Devolution by Default'.
- Contribute to the preparation of corporate plans, risk register and budget and lead 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 the equality impacts of decisions on all the 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 function.
- 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.
- Be a proactive and collaborative member of the Combined Authority's Senior Leadership Team, providing expertise, advice, and guidance as required.
- 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.



- 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.
- Be responsible for the wellbeing and health & safety of staff in line with organisational policies and guidance around attendance at work and health & safety.

4. Recruitment Plan

Competency Based Interview
Assessment

PERSON SPECIFICATION

Job Title: Director of Public Service Innovation

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
1. Evidence and commitment to continuous personal and professional development	E	A
2. Degree or equivalent professional experience	D	A

Experience and knowledge	E = Essential D = Desirable	Identified By
1. Strong and varied record of achievement at a senior level in relevant complex political environments, preferably in local and/or central government	E	A, I
2. Experience of bringing about systems change in local / central government	E	A, I
3. Significant and in-depth experience of leading complex change programmes	E	A, I
4. Experience of strategic financial management and successful prioritising and targeting of resources	E	A, I
5. Significant senior level experience of leading teams, providing direction and managing performance	E	A, I
6. Experience of operating effectively and collaboratively as part of a senior team	E	A, I
7. Experience of building effective strategic working relationships with a wide range of stakeholders	E	A, I
8. Evidence of negotiating, influencing and giving advice to politicians, senior managers and partner organisations	E	A, I
9. Evidence of creative, innovative thinking, encouraging ideas from across teams, creatively working around new constraints and challenges and capable of translating ideas into policy and practice	E	A, I

Skills and abilities	E = Essential D = Desirable	Identified By
1. Ability to lead, inspire and motivate others within a culture of proactive service delivery and continuous improvement	E	A, I



2. An understanding of the Liverpool City Region devolution agreement, local government, central government and their roles structures and relationships	D	A, I
3. Understanding of key government policies and the policy making/legislative process	D	A, I

Personal Attributes	E = Essential D = Desirable	Identified By
1. An understanding of and a personal commitment to the Vision and Aims of Liverpool City Region Combined Authority	E	I
2. Ability to adapt to new priorities and respond positively to new opportunities	E	A, I
3. Knowledge of the key challenges facing the city region	D	I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
1. Commitment to and understanding of equal opportunities	E	A, I
2. Evidence of quality, time management and organisational skills	E	A, I
3. Flexible approach to working hours and willingness to work flexibly as and when required	E	I
4. Ability to attend meetings inside and outside the city region	E	A, I

Key to Assessment Methods:

A - Application
I – Interview