

ROLE DESCRIPTION

Job Title	Regional Convening Lead
Salary Band	SCP 41-43
Reporting to	Programme Lead: Public Service Innovation
Directorate	Public Service Innovation
Service Area and sub area	Office for Public Service Innovation
Team	Office for Public Service Innovation
Political Restriction	Yes

1. Primary Purpose of the Post
The Regional Convening Lead works across the Liverpool City Region to identify, connect and amplify innovative public service practice. Reporting to the Programme Lead: Public Service Innovation, the role builds trusted relationships with partners in local government, health, policing, VCFSE and beyond, and works with them to surface learning from live programmes, pilots and ways of working. Working with colleagues, the postholder enables communities of practice, learning networks and shared spaces, ensuring insight is captured, shared and translated into action. In addition, they will progress agreed City region priorities as agreed by the OPSI Partnership Board to achieve overall outcomes (e.g. procurement, adoption of learning and new ways of working). They bring system-level perspective, credibility in delivering public service innovation, and the ability to connect people, places and ideas to embed learning at scale across the region.
2. Your responsibilities
- Identify and engage innovative public service programmes, teams and practices across the Liverpool City Region. - Forge trusted relationships with senior and frontline leaders across local government, health, policing, VCFSE and partners. - Enable and influence delivery teams to support the embedding and scaling of effective innovation practice. - Identify further potential regional communities of practice and learning networks aligned to OPSI priorities to be facilitated by the Learning and Network Co-ordinator. - Surface, structure and synthesise learning from live delivery, pilots and innovation activity. - Work with partners locally to agreed City Region priorities as agreed by the OPSI Partnership Board - Codesign and colead approach to and delivery of learning-led convening spaces - Contribute to a clear regional narrative on public service innovation, impact and learning. - Ensure that the OPSI team adopts a mature and coherent approach to stakeholder management, including the recording and analysis of stakeholder engagement.



- Identify patterns, themes and system-level insights emerging across places and programmes.
- Influence programme design and priorities by feeding learning back into OPSI strategy and delivery.
- Contribute to broader OPSI proposals, business cases and enabling documentation, working alongside the OPSI Programme Manager. Act as an ambassador for OPSI, modelling collaborative, reflective and innovation-led ways of working.
- Work with the LCRCA Procurement team to procure external services, ensuring effective oversight of contractor resource and supplier input, ensuring compliance with contractual commitments. This may include setting up new procurement routes if existing routes to market are not suitable for the programme.
- Organising, facilitating and participating in programme-related meetings, workshops and events (including off site).
- Preparing reports, briefing papers and other documents, giving presentations as required, working closely with OPSI colleagues.
- Support a culture of working openly, reflective practice and collaborative learning in line with OPSI principles and ways of working.

3. General Corporate Responsibilities

- Commitment to demonstrating the corporate behaviours and upholding high ethical standards
- Compliance with all statutory requirements, standing orders and financial regulations of the organisation; ensuring all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the organisation's safety plan
- 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.

4. Recruitment Plan

Competency Based Interview and presentation

PERSON SPECIFICATION

Job Title: Regional Convening Lead

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Relevant qualification at Level 5 or above	E	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Significant experience of delivering public service innovation, transformation or improvement, within or across public sector organisations.	E	A, I
Demonstrable experience of working across organisational and sector boundaries, including local government, health, policing, VCSE or related partners.	E	A
Proven experience of convening, facilitating or leading networks, partnerships or communities of practice.	D	A, I
Experience of working with live delivery activity (e.g. programmes, pilots, prototypes) and drawing out learning from practice.	E	A, I
Experience of influencing senior stakeholders and practitioners without formal authority.	E	A, I
Track record of translating insight and learning into practical change, tools or ways of working.	E	A, I
Experience of working with complex systems, multiple priorities and local sensitivities.	E	A, I
Deep understanding of public service delivery and reform, including the realities of frontline practice.	E	A, I
Strong grounding in innovation approaches (e.g. test-and-learn, user-centred design, systems thinking, reflective practice).	E	A
Understanding of how learning and capability building can be embedded within organisations and systems.	E	A
Awareness of the policy, governance and financial context within which local and regional public services operate.	D	A

Skills and abilities	E = Essential D = Desirable	Identified By
Excellent communication skills, including the ability to: 1. Relay the Combined Authority's strategy, priorities projects; 2. Create a shared vision around opportunities;	E	A, P, I



3. Influence stakeholders to support opportunities; 4. Overcome obstacles with constructive dialogue; 5. Listen and build effective relationships; 6. Communicate openly and honestly Excellent written communication skills with attention to detail		
Strong ability to see the bigger picture, identify patterns and connect local activity to system-level outcomes.	D	A
Excellent relationship-building skills, with the ability to establish trust and credibility quickly.	E	A, I
Highly developed facilitation and convening skills, enabling constructive dialogue across diverse perspectives.	D	A, I

Personal Attributes	E = Essential D = Desirable	Identified By
Strong analytical capability to synthesise learning, evidence and practice from multiple sources.	D	A
High level of professional judgement and autonomy, choosing appropriate approaches in ambiguous situations.	E	A, I
Ability to balance strategic thinking with practical delivery, adapting approaches based on learning.	E	A
Strong organisational skills, able to manage multiple workstreams and relationships effectively.	E	A

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
Ability to demonstrate LCRCA's behaviours of LCRCA First, Action Focused, and Respect.	E	A, I
A commitment to the LCR and an understanding of its stakeholders.	E	A, I
Experience of/ability to contribute to a high-performance culture.	E	A, I
A demonstrable commitment to Equality, Diversity, and Inclusion	E	A, I

Key to Assessment Methods:

A - Application	P – Presentation
I – Interview	E – Exercise