

ROLE DESCRIPTION

Job Title	Lead Officer – Development
Salary Band	SCP 51-55
Reporting to	Head of Development
Directorate	Investment & Delivery
Political Restriction	Yes

1. Primary Purpose of the Post
The postholder will lead the Development team and work with sponsors, to develop, fund and appraise projects in line with HM Treasury's Green Book, Department for Transport's WebTAG appraisal methodology and the SIF Assurance Framework. You will aim to fund projects that are affordable, deliverable and value for money through shaping and reviewing of project business cases. The successful candidate will be able to see the opportunities to add value and maximise the links between all transport modes, and wider CA objectives, as well as being delivery focused. They will be confident working with partners both internal and external and have strong communication skills. Team members should be self-starting, collaborative and ambitious, offer fresh ideas, demonstrate a commitment to evidence-based investment, and a determination to deliver for the people of the Liverpool City Region. The Liverpool City Region Combined Authority is committed to providing an inclusive working environment where diversity is valued, and opportunities are available to all.
2. Your responsibilities
• To develop partnerships, projects and programmes to implement the Combined Authority's capital pipeline as part of a wider drive to support the economy of the city region • To work with senior stakeholders in constituent local authorities and other partners in the city region to identify shared priorities and objectives for collective action. • To work with teams in central government departments (including MHCLG, Department for Transport and HM Treasury) to partner, fund, or devolve powers to enable us to deliver on our priorities. • To plan and prioritise delivery of identified activities, considering governance and partnership arrangements, human and financial resource needs and communication opportunities. • To work closely with project sponsors across the city region to plan, resource and fund projects and programmes to succeed, through constructive challenge, utilisation of industry best practice, and portfolio-level assessment of the activity taking place in the city region to deliver efficiencies, provide consistency and improve collaboration



- To identify challenges, bottlenecks and key risks to successful project development and delivery, and put in place robust plans to overcome these with sponsors.
- To work closely with project sponsors in constituent local authorities and Merseytravel to establish and maximise the links between pipeline projects and on-going projects/priorities.
- To commission, interpret, and use data research to develop a sophisticated understanding of the challenges and opportunities the city region faces and the best approach to improving the housing offer.
- To inform and shape the development of future interventions on transport
- To advise the Head of Service, Executive Director, Metro Mayor and other senior politicians in the City Region on significant developments and support strategic decision making.
- To manage the Development team on a day-to-day basis
- Devising and implementing recruitment and resourcing strategies to ensure the department can meet the levels of demand from the wider organisation.
- 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.

3. General Corporate Responsibilities

- Every Combined Authority 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.

PERSON SPECIFICATION

Job Title: Lead Officer – Development

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
A degree or equivalent professional experience	E	A
Evidence and commitment to continuous personal and professional development	E	A, I

Experience and knowledge	E = Essential D = Desirable	Identified By
Record of achievement in a similar role, of operating in a complex environment, preferably in local and/or central government or relevant body/agency	E	A, I, P
Experience of building and developing effective, collaborative relationships with stakeholders, partners and internal functions	E	A, I, P
Experience of developing programs and projects, including agreeing objectives, establish partnerships and developing budget	E	A, I, P
Assessing and appraising project proposals with a view to their development/funding	E	A, I, P
HM Treasury's Green Book guidance and its application in project business cases	E	A, I, P
Assessing the value for money of a transport project, with an understanding of DfT's Transport Appraisal Guidance, transport modelling principles and proportionality	D	A, I, P
Negotiating legal terms for project funding prior to a project entering delivery	E	A, I, P
Working with internal and external stakeholders to shape future pipeline priorities, based on consultation and evidence	D	A, I, P
Experience of providing professional strategic advice to politicians and Senior Leadership teams	D	A, I, P
An understanding of the Liverpool City Region devolution agreement, local government, central government and their roles structures and relationships	D	A, I, P

Skills and abilities	E = Essential D = Desirable	Identified By
Ability to lead, manage, inspire and motivate others within a culture of proactive service delivery and continuous improvement	E	A, I
Ability to develop and maintain effective work relationships with integrity, credibility and influence with national and local politicians, officers, and other key stakeholders	E	A, I
Ability to negotiate, influence and give advice to politicians, senior managers and partner organisations	E	A, I
Highly developed written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way	E	A, I, P
Ability to deliver and lead others under pressure, prioritising work against competing demands to meet challenging deadlines	E	A, I
Ability to anticipate and understand the needs of the LCRCA and the city region and translate them into solutions and outcomes	E	A, I, P
Ability to identify strategic risks to project and programme development and to put in place robust mitigation plans	E	A, I, P

Personal Attributes	E = Essential D = Desirable	Identified By
Pro-active, a self-starter with the ability to work with minimum supervision, will need to be able to use own initiative and set own deadlines; strong time management skills are essential	E	A, I
You're able to build collaborative relationships with a range of stakeholders, and devise and sell a shared vision around which teams can work together	E	A, I
Core Behavioural Competencies	E = Essential D = Desirable	Identified By
Evidence and commitment to continuous personal and professional development.	E	A

Key to Assessment Methods:

I – Interview	A - Application	P – Presentation
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