ROLE DESCRIPTION

Job Title	Rail Development Officer
Salary Band	SCP 37-40
Reporting to	Rail Development Manager
Directorate	Place
Service Area and sub area	Network Development
Team	Rail Development
Political Restriction	No

1. Primary Purpose of the Post

To support the development of the rail network of the Liverpool City Region by working on major rail projects and investments from within the Liverpool City Region Combined Authority's Transport Pipeline.

2. Your responsibilities

Rail Development

- Assist in the design and development of the future rail programme including all associated procurement, contract management, programme and financial monitoring and reporting within time, cost and quality parameters.
- Represent the Liverpool City Region in regional, sub-regional and national forums as appropriate, ensuring that the rail aspirations of the city region are heard and included in strategic rail network discussions.
- Provide objective, timely and accurate information on city region rail development to key parties such as senior Liverpool City Region officers, members of the Combined Authority and key stakeholders.
- Identifying where new projects and programmes are required to meet strategic and corporate priorities or to address existing transport or socio-economic problems
- Drafting investment reports for funding approval to support decision-making by internal LCRCA boards and the Combined Authority.
- Supporting the assessment of the economic, social, environmental and other products of projects under consideration (mostly led by third party experts)
- Managing documents, reports, key correspondence and other materials related to projects under consideration
- Drafting investment reports for funding approval to support decision-making by internal LCRCA boards and the Combined Authority.
- An understanding of Green Book/WebTAG methodology and setting proportionality on a project by project basis.
- Supporting the procurement, selection and contracting of third party contractors at the project level.

- To provide advice on projects' deliverability, risks and critical success factors.
- Presenting papers to internal or external boards as required.
- Other tasks identified by senior members of the Directorate to support effective delivery of the transport pipeline.

Project Monitoring / Portfolio Management

- To monitor the financial and operational performance of projects and LCRCA financial commitments through regular monitoring. This requires communication with clients and stakeholders, reviewing external reports and summarising performance for review by senior team members.
- To liaise with the Combined Authority's finance, legal, portfolio management and other teams on project performance and forecasts.

3. General Corporate Responsibilities

- To support the implementation of the City Region's Devolution agreement and wider strategic priorities.
- To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills so as to improve effectiveness and efficiency of service delivery.
- To support the Place Directorate in contributing to the corporate management of the strategic risks facing the LCRCA.
- To support the achievement of corporate efficiency targets and initiatives.
- To ensure the Combined Authority's commitment to equal opportunities and is demonstrated through promoting non-discriminatory practices in all aspects of work undertaken.

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: Rail Development Officer

Criteria		
Qualifications and Training	**E = Essential D = Desirable**	**Identified By**
Undergraduate degree or equivalent experience	**E**	**A**
Postgraduate degree/training	**D**	**A**
Progress towards a professional accreditation, e.g. TPS, APM, RTPI, legal profession membership	**D**	**A**

Experience and knowledge	**E = Essential D = Desirable**	**Identified By**
3 years relevant professional experience	**E**	**A**
Experience of working in Rail	**D**	**A**
Working effectively in a team (in this field, teamwork produces the best work)	**E**	**A/I**
Working under pressure, meeting deadlines and showing resilience	**E**	**A/I**
Building relationships around a shared objective	**E**	**A/I**
Understanding of government policies and their application to the Combined Authority's priority areas	**D**	**A/I**

Skills and abilities	**E = Essential D = Desirable**	**Identified By**
Ability to request, analyse and interpret data related to the development of projects	**D**	**A/I**
Sector expertise in transport	**E**	**A/I**
Sector expertise in rail project development	**D**	**A/I**
Ability to identify the competitive advantages of a project	**D**	**A/I**
A good understanding of HMT Green Book methodology and WebTAG	**D**	**A/I**
Ability to identify project risks and comment on their gravity	**D**	**A/I**

Ability to synthesise information to generate clear reports and actionable summaries	**E**	**A/I**
Ability to write clearly and succinctly and to communicate effectively	**E**	**A/I**
Ability to establish priorities and communicate pressing issues to team members	**D**	**A/I**
Ability to manage and deliver on concurrent work streams	**E**	**A/I**
Presentational skills, including experience of presenting to senior colleagues	**E**	**A/I**

Personal Attributes	**E = Essential D = Desirable**	**Identified By**
Willingness to go the extra mile for the team	**E**	**A/I**
Conscientious, with attention to detail	**E**	**A/I**

Core Behavioural Competencies	**E = Essential D = Desirable**	**Identified By**
Dedication to making a difference at work, supporting the vision and aims of Liverpool City Region Combined Authority Commitment to equal opportunities	**E**	**A/I**
Sensitivity to the political and social impacts of the team's projects and work	**E**	**A/I**

Key to Assessment Methods:

KO – Knockout question	A - Application	P – Presentation	T - Test
FQ – Filter Question	I – Interview	E – Exercise	AC – Assessment