

JOB DESCRIPTION

| | |
|------------------------------|----------------------------------|
| Job Title | Pipeline Development Coordinator |
| Salary Band | £44,246-£48,172 (SCP 37-40) |
| Reporting to | Pipeline Development Manager |
| Directorate | Investment and Delivery |
| Service Area | Pipeline Development |
| Political Restriction | None |

| | |
|--|---|
| 1. Primary Purpose of the Post | To ensure there are high quality pipelines of future capital projects across transport, housing and investment to meet strategic objectives. Working collaboratively with other teams the postholder will embed a consistent approach to pipeline development and ensure the Combined Authority is well placed to respond to national funding calls and has a clear strategy for investing devolved funds. |
| 2. Key Role Specific Responsibilities | <p>The key responsibilities of the role will include but will not be limited to:</p> <ul style="list-style-type: none"> • Coordinate the development pipeline, collating list of capital projects for investment, housing and transport for the LCR CA • Work with the Policy and Strategy and Government Relations Directorate to ensure pipeline development and prioritisation is underpinned by evidence and aligned with policy and strategic objectives • Engage with Local Authorities, stakeholders and delivery teams within the CA to build the pipeline • Support the pipeline manager in presenting the CA's development pipeline to partners, stakeholders and taking it through internal approvals process • Identify where new projects and programmes are required to meet strategic priorities • Line manage a Project Support Officer who will assist in developing the pipeline • When pipeline priorities established work with Investment and Delivery colleagues to identify required development and feasibility work • Support the Pipeline Manager on the development of bid submissions to competitive funding streams and fiscal events (Budget, Comprehensive Spending Reviews) |
| 3. General Corporate Responsibilities | <ul style="list-style-type: none"> • Support the implementation of the City Region's Devolution agreement and wider strategic priorities. • Promote understanding of and adherence to the Combined Authority's core values by modelling appropriate behaviours and encouraging others to do likewise. • Promote and encourage continued improvement in service quality and efficiency. • Participate in all aspects of training and development as directed to improve personal skills so as to improve effectiveness and efficiency of service delivery. • To ensure the Combined Authority's commitment to equal opportunities. • 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.

Support the Combined Authority's commitment to equal opportunities and promote 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. General Managerial Responsibilities

You will support and manage the workload of the Pipeline Development Support Officer

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.

PERSON SPECIFICATION

Service Area: Pipeline Development

Job Title: Pipeline Development Coordinator

Grade: £44,246-£48,172 (SCP 37-40)

Note to Applicants. Essential criteria are marked with *. All other criteria are desirable.

| | CRITERIA | METHODS OF ASSESSMENT |
|------------------------------------|---|-----------------------|
| Qualifications and Training | 1. Undergraduate degree with 2.1 Honours or equivalent* | A |
| | 2. Postgraduate degree/training | A |
| Experience & Knowledge | 3. A minimum of five years professional experience | A/I |
| | 4. Experience of building a pipeline or programme of projects across one or more of: transport; investment; and housing | A/I |
| | 5. Knowledge of UK economic development policy | I |
| | 6. Understanding of government policies and their application to the Combined Authority's priority areas | I |
| Skills/Abilities | 7. Working effectively in a team (in this field, team work produces the best work)* | I |
| | 8. Working under pressure, meeting deadlines and showing resilience* | I |
| | 9. Building relationships around a shared objective* | I |
| | 10. Ability to request, analyse and interpret data and analysis | E/P/I |
| | 11. Developed written and oral presentation skills | E/P/I |
| | 12. Ability to manage and deliver on concurrent work streams | I |
| | 13. Positive, flexible and responsive, with a dynamic and creative approach to problem solving | E/P/I |
| | 14. Sensitivity to the political and social impacts of the team's projects and work* | I |
| Commitment | 15. A personal commitment to the Vision and Aims of Liverpool City Region Combined Authority | I |
| | 16. Commitment to demonstrate the behaviours of Liverpool City Region Combined Authority | I |
| | 17. Commitment to providing high quality work | I |
| | 18. Commitment to equal opportunities | I |
| Other | | |

Key to Assessment Methods:

I - Interview P - Presentation A - Application E - Exercise T - Test AC - Assessment