



JOB DESCRIPTION

JOB TITLE	Lead Principal Projects Officer
SALARY BAND	37-40
REPORTING TO	Active Travel Development Manager
POLITICAL RESTRICTION	No

1. Primary Purpose of the Post

- To provide strategic transport level advice in support of the development of the LCR Transport Priorities, via the early identification of potential funding opportunities, development of proposals and the subsequent development and review of Transport Business Cases and funding applications.
- Development of the feasibility and economic appraisal of options to support transport, working with colleagues and stakeholders to meet LCR CA requirements for business case development, specifically in relation to the KRN and sustainable Transport.
- Provide strategic advice and coordinate the development of projects within LCR transport programmes and subsequent programme monitoring and evaluation.
- Develop and manage in-house prioritisation of schemes with key stakeholders to help secure the funding for City Region Transport Projects.
- To provide day to day management of the KRN and Sustainable Transport Officers

2. Key Role Specific Responsibilities

- Responsibility to promote progressive, innovative, informed thinking relating to transport services, infrastructure and delivery throughout the LCR and to work with colleagues to apply LCR CA transport strategy's
- Coordinate and commission economic assessment and appraisal studies, develop business and economic analysis of service and infrastructure options and verify Value for Money. Demonstrating a high level of technical knowledge and expertise in appropriate ICT application
- Identify and share best practice to provide robust, informed advice to Senior Management and senior officers across the LCR as required on key transport related issues
- Managing day-to-day and strategic relationships with colleagues, partners and stakeholders to develop and provide informed, cogent advice and input to initiatives/projects defined by Senior Management
- To programme manage partnership transport investment across the City Region. From establishing programme management documentation through to the managing the monitoring, measuring, evaluating and reporting on initiatives or projects and their delivery within agreed formats and timescales

both locally and nationally includes working alongside Finance, Legal and PMO functions to develop the appropriate funding agreement between the Combined Authority and its constituent local authorities

- Provide a centralised function to develop funding bids to local (CRSTS) and national (DfT/Defra/ ATE) teams to deliver the objectives as set out in the CA Corporate Plan, The LCR Transport Plan and national strategies. Develop outcome based funding applications which seek to deliver the LCR Corporate Plan, the LCR Transport Plan, Local Journeys Strategy and other key city region strategies
- Develop commissions and briefs for the appointment of consultants and contractors working alongside the Procurement Dept. and other officers in order to deliver an effective means of assessment and selection of external service providers

3. General Corporate Responsibilities

- To support the implementation of the City Region's Corporate Plan and wider strategic priorities
- To work as a key part of the KRN and Sustainable Transport service area to support the achievement of corporate efficiency targets and initiatives
- To ensure the Combined Authority's commitment to diversity and equal opportunities and is demonstrated through promoting non-discriminatory practices in all aspects of work undertaken

4. General Managerial Responsibilities

- Overseeing Individual Performance Plans linked to Service and Corporate Plans. Ensuring plans are developed and monitored for each team member and supported where appropriate with a training and development programme.
- Ensure staff are competent in the areas they serve
- Providing leadership and inspiration to deliver service excellence
- Undertaking proactive absence management and adherence to policy, ensuring appropriate cover is available.
- Create a positive learning and working environment through delegation, mentoring and coaching of staff through the identification of training and development needs.
- Managing the day to day strategic relationships with colleagues, partners and stakeholders especially with local authority colleagues, to develop and provide informed, cogent advice and input into a full range of initiatives/projects.

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: Active Travel Development Team
JOB TITLE: Lead Principal Projects Officer
GRADE: 37- 40

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

	CRITERIA	METHODS OF ASSESSMENT
Qualifications and Training	<ul style="list-style-type: none">• Educated to Degree level or HND/HNC* level in a relevant discipline e.g. Civil Engineering /Transport Planning / Project Management with relevant experience. *• Membership of a professional body.	A
Experience & Knowledge	<ul style="list-style-type: none">• Experience of project / programme management, risk and dependencies, lessons learnt, etc.• Preparation of reports / presentation of information to senior management, local politicians and stakeholders*• Experience of effective forward planning, organisation and coordination of resources and projects*• Knowledge and experience of technical analysis – with specific reference to Sustainable Transport and highway related projects*.• Experience of managing a small team but with complex projects*• Knowledge and understanding of local government processes and procedures.• Political' awareness and understanding of the regional and national political context and influences.	A/I
Skills/Abilities	Excellent problem solving skills. * Excellent stakeholder/ relationship management skills*	A/I

	CRITERIA	METHODS OF ASSESSMENT
	<p>Excellent written and verbal communication skills. Relevant and competent ICT skills with knowledge of MS software packages. * Ability to oversee multiple projects simultaneously and effective prioritisation of workload for the team.* Time management / prioritisation of tasks</p>	
Commitment	<ul style="list-style-type: none"> • A personal commitment to the Vision and Aims of Liverpool City Region Combined Authority. • Commitment to diversity and equal opportunities. 	A/I

Key to Assessment Methods:

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