<u>ROLE DESCRIPTION</u>

Job Title	Chief AI Officer
Salary Band	Competitive
Reporting to	Director of Digital & Transformation
Directorate	Resources
Service Area and sub area	Digital and Transformation Function
Team	Digital Services
Political Restriction	Yes

1. Primary Purpose of the Post
Why now? This is a pivotal moment for the Liverpool City Region. As AI technologies evolve at pace, so do the opportunities — and responsibilities — for public sector leadership. The creation of a Chief AI Officer is more than just a new role; it's a bold statement of intent. It signals LCR's ambition to lead, not follow, in shaping how AI can be used to improve lives, deliver better services, and build public trust. This is the first Chief AI Officer role in local government in the UK — placing LCR at the forefront of ethical, inclusive, and innovative AI use in the public sector. As a pioneer in this space, you will have the opportunity to shape not only the region's approach but potentially set a model for other cities and regions to follow. With strong political backing, a growing innovation ecosystem, and a clear public mandate for ethical technology, there has never been a more exciting time to take on this challenge — and to help define what AI leadership in the public sector should look like.

2. Your responsibilities

• **Strategic Leadership & AI Vision**
   o Provide foresight and thought leadership to stay on top of rapidly emerging trends.
   o Develop and lead a region-wide AI strategy aligned with national priorities and global best practices, focusing on opportunities in high-impact sectors including transport, health, and education, to align with Local Growth Plan
   o Establish measurable medium to long term objectives and drive the development of a collaborative AI ecosystem to support innovation across

sectors and deliver against key regional goals, including net zero and public service transformation, to support the Mayoral vision.
- o Represent the City Region in national and international fora.
- o Lead a specialised AI team, building the organisation's ability to deliver ethical and effective AI solutions across public services, with a focus on cross-sector collaboration and ethical AI delivery.

- **Collaboration and Partnerships**
    - o Work alongside the AI Task Force to align and advance AI initiatives regionally.
    - o Foster cross-sector partnerships with stakeholders across public, private, and community sectors to drive innovation and AI adoption, nationally and internationally.
    - o Champion LCR's AI capabilities to attract investment and support regional AI R&D and deployment.
    - o Partner with education and business leaders to support a region-wide approach to AI literacy and future skills.
    - o Lead the annual LCR AI Summit and other partnership-led profile-raising initiatives.

- **Monitoring, Evaluation, and Responsible AI Use**
    - o Lead the development of frameworks to monitor and evaluate the progress and impact of AI initiatives across the region.
    - o Champion AI ethical adoption across the region, through AI risk management, responsible use, and engagement with public stakeholders.
    - o Build public trust by promoting data privacy, security, and clear ethical standards to safeguard sensitive information in the use of AI in public services.
    - o Promote public accountability and democratic oversight by ensuring transparent AI governance, engaging with stakeholders, and aligning AI initiatives with ethical standards and public interest.

- **Skills Development & Workforce Upskilling**
    - o Advise on integrating AI skills into education and workforce development.
    - o Champion and influence the development of accessible AI training programmes.
    - o Support stakeholder-led initiatives to bridge the digital and AI skills gap across communities and the workforce.

3.	**General Corporate Responsibilities**

- To support the implementation of the City Region's devolution agreement and wider strategic priorities.

- Effective leadership and management of staff within a service/group of functions, encouraging a continuous improvement ethos to develop outstanding

services/functions, where value for money is delivered and where innovation can flourish.

- Foster a positive working and learning environment, including the health safety and wellbeing of all staff, whilst ensuring accountabilities and priorities are clear to services, teams and individual. Ensuring a proactive management of employee relations, performance, and attendance.

- Promote understanding of and adherence to LCRCA values by modelling appropriate behaviours and encouraging others to do likewise.

- Contribute and lead on the preparation of corporate plans, risk register, budget management and resource planning for the areas of defined responsibility.

- Own and manage the defined budget for the function; ensuring regular review and monitoring and the proactive action is taken as required.

- Ensure effective performance management, actively engaging with Combined Authority's performance management framework, delivering all personal and service HR/STD/RD/ performance targets as agreed, managing identified risks, and contributing to the management of directorate and corporate risks.

- Demonstrate the Combined Authority's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken; promoting full consideration of the equality impacts of decisions on all the protected characteristics. Advance non-discriminatory practices in all aspects of work undertaken.

- Ensure compliance with legislation and Combined Authority policies and procedures in relation to governance including supporting the scrutiny process and the completion of the annual governance statement.

- Be a proactive and collaborative member of the Combined Authority's Leadership Team, providing expertise, advice, and guidance as required.

- Display organisational behaviours of LCR First, Respect and Action Focus encouraging others to do likewise and role model the leadership expectations outlined in the Combined Authority Leadership Charter.

- Establish effective relationships and collaboration with constituent local authorities/bodies to support long term ambition and delivery of the Combined Authority corporate plan.

- Ensure the development, provision and analysis of high-quality management information and documentation that is timely, accurate and meaningful.

- Embed a culture that places customers first, adopts a can-do approach and focuses on communities and working locally.

- Work with public and other relevant bodies to support LCR's communities, through services and activities which address local concerns, and which foster social capital and resilient communities.

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 Assessment

PERSON SPECIFICATION

Job Title: Chief AI Officer

Criteria		
Qualifications and Training	**E = Essential D = Desirable**	**Identified By**
Degree level or equivalent qualification plus substantial post qualifying training in a relevant specialised field	E	A
Evidence and commitment to continuous professional and personal development.	E	A
Membership (or eligibility to join) of a recognised, relevant professional body.	D	A
Leadership or management qualification, or working towards such.	D	A

Experience and knowledge	**E = Essential D = Desirable**	**Identified By**
Proven experience as a senior leader in AI strategy and implementation.	E	A/I
Track record of developing and executing AI-driven transformation initiatives in key sectors such as Transport, Health, and Education.	E	A/I
Experience in building and managing regional, national, and international partnerships.	E	A/I
Strong understanding of ethical AI practices and data privacy/security measures.	E	A/I
Experience in monitoring and evaluating the impact of AI initiatives.	E	A/I
Experience working within a political environment, including advising and briefing politicians.	D	A/I
Knowledge of different contracting models and approaches to contract/performance management.	D	A/I

Skills and abilities	E = Essential D = Desirable	Identified By
Strong strategic thinking and foresight to stay on top of emerging AI trends.	E	A/I
Excellent leadership and management skills, with the ability to inspire and guide teams.	E	A/I
Highly developed written and oral presentation skills, with the ability to present complex ideas clearly.	E	A/I
Strong financial aptitude with the ability to assess different options and understand potential risks and opportunities.	E	A/I
Ability to develop and maintain effective working relationships with a wide range of stakeholders.	E	A/I
Highly developed influencing and negotiating skills with a determination to deliver the right outcomes.	E	A/I
Creative and innovative thinking, capable of translating ideas into policy and practice.	D	A/I
Ability to work within a fast-paced environment and provide a creative approach to problem-solving and continuous improvement.	D	A/I

Personal Attributes	E = Essential D = Desirable	Identified By
Commitment to providing high-quality customer service and ensuring service standards are met.	E	A/I
Demonstrates the highest levels of professionalism and integrity.	E	A/I
Commitment to Equality, Diversity, and Inclusion.	E	A/I
Flexible approach to working hours and willingness to work flexibly as required.	E	A/I
Ability to attend meetings inside and outside the City Region.	E	A/I
Passion for AI and its potential to transform public services and foster economic growth.	D	A/I
Ability to anticipate and understand the needs of the City Region and translate them into solutions and outcomes.	D	A/I

Core Behavioural Competencies	E = Essential	Identified By

	D = Desirable	
Commitment to follow and amplify the LCRCA agreed behaviours of LCR First, Respect, and Action Focused.	**E**	**A/I**
Demonstrates a commitment to continuous improvement and innovation.	**E**	**A/I**
Ability to foster a positive working and learning environment, ensuring the health, safety, and wellbeing of all staff.	**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