

ROLE DESCRIPTION

Job Title	Lead Officer – Integrated Settlement (Finance Specialist)
Salary Band	SCP 51-55
Reporting to	Director of Finance
Directorate	Resources
Service Area and sub area	Finance
Team	Finance – Integrated Settlement
Political Restriction	No

1. Primary Purpose of the Post
<p>We have already established a Core Integrated Settlement Team to identify, manage and facilitate the significant programme of work required to enable the Combined Authority to receive and implement an Integrated Settlement from April 2026. The successful candidate for this role would become part of this core group in driving and supporting the delivery of this extensive programme of work.</p> <p>They will also have a significant role to play in ensuring the finance service is set up and developed to support the organisation in maximising the new funding flexibilities and best utilising the new funding powers.</p> <p>We are seeking candidates with specialist financial and change management skills, but we are also looking for team members who are self-starting, collaborative and ambitious, who offer fresh ideas, and who demonstrate a commitment to evidence-based decision making, and a determination to deliver for the people of the Liverpool City Region.</p>
2. Your responsibilities
<ul style="list-style-type: none"> • Work closely with the Corporate Governance Bodies, MHCLG and their Mayoral Combined Authorities to better understand Central Government priorities and anticipated specified outcomes and benefits • Work with senior stakeholders across the organisation to support the delivery of both service specific and cross organisational shared priorities and objectives for collective action. • Work with colleagues within the Finance Service to ensure appropriate practises, processes and systems are implemented in readiness of receipt of the settlement. • Develop and propose options for the most appropriate funding allocation framework and prioritisation methodology • Review progress of workstreams and officer resources for the preparatory and implementation of future integrated settlement and ensure the right CA officers' input into this work

- Understand financial resource implications and organisational impact of moving towards an integrated settlement
- Agree the phasing of the overall work programme to enable the management of a significant cross cutting project plan of action
- Monitor detailed performance against the project plan
- Maintain and keep under review the project risk register
- Provide input to and validate key project documentation such as Stakeholder matrix, governance frameworks and communication plans
- Where required in the event of underperformance, identify possible remedial action
- Update the corporate governance bodies on all key activity throughout the process making recommendations for decision making where appropriate.
- Work with Local Authority Partners where appropriate to ensure co-production of proposed future working arrangements

3. General Corporate Responsibilities

- 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.
- Promote understanding of and adherence to the Combined Authority's core values by modelling appropriate behaviours and encouraging others to do likewise.
- Represent and promote the work of the LCRCA and the wider LCR, locally, regionally and nationally.
- Ensure the development, provision and analysis of high-quality management information and documentation that is timely, accurate and meaningful.
- Support the scrutiny process established by the LCRCA.
- Encourage a culture of continuous improvement to develop an outstanding service, where value for money and best value are delivered and innovation and enterprise flourish.
- Promote strong, direct and effective communication and involvement with all stakeholders.
- To actively champion and communicate a clear understanding of the LCRCA equality, diversity and inclusion commitments internally and externally.
- To adhere to LCRCA policy and procedure guidelines in all areas including Health and Safety
- 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



**LIVERPOOL
CITY REGION**
COMBINED AUTHORITY

METROMAYOR
LIVERPOOL CITY REGION

PERSON SPECIFICATION

Service Area: Finance

Job Title: Lead Officer – Integrated Settlement (Finance Specialist)

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
CCAB Qualified Accountant with extensive professional experience at a senior level within a complex public sector organisation*	E	Application
Evidence and commitment to continuous personal and professional development*	E	Application

Experience and knowledge	E = Essential D = Desirable	Identified By
Record of achievement in a similar role, of operating in a complex environment, preferably in Combined Authority	E	Application
Experience of building and developing effective, collaborative relationships with stakeholders, partners and internal functions	E	Application / Interview
Experience of financial planning and strategy development, including experience of financial analysis, and evidence based financial decision making and provision of financial advice	E	Application / Interview
Experience of creating programs and projects, including agreeing objectives, establish partnerships and developing budgets	D	Application
Evidence of creative, innovative thinking, encouraging ideas from across teams, creatively working around new constraints and challenges and capable of translating ideas into policy and practice	D	Application / Interview
Experience of providing professional strategic advice to politicians and Senior Leadership teams	E	Application / Interview
An understanding of the Liverpool City Region devolution agreement and the Integrated Settlement	E	Application / Interview

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	Application / Interview

Ability to undertake extensive and complex financial management and financial analysis	E	Application
Ability to develop and maintain effective work relationships with integrity, credibility and influence with national and local politicians, officers, and other key stakeholders.	E	Application / Interview
Ability to negotiate, influence and give advice to politicians, senior managers and partner organisations	E	Application / Interview
Highly developed written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way.	E	Application
Ability to deliver and lead others under pressure, prioritising work against competing demands to meet challenging deadlines.	E	Application / Interview
Ability to anticipate and understand the needs of the LCRCOA and the city region and translate them into solutions and outcomes	E	Application / Interview

Personal Attributes	E = Essential D = Desirable	Identified By
An understanding of and a personal commitment to the Vision and Aims of Liverpool City Region Combined Authority.	D	Interview
A passion for and commitment to helping people to have better lives.	D	Interview

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
An understanding of and personal commitment to the vision and aims of Liverpool City Region Combined Authority	E	Interview
Knowledge of the key issues facing the City Region	E	Application
Conduct role with integrity and lead by example	E	Interview
Willingness to work flexibly, as and when required	E	Interview

Key to Assessment Methods:

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



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