

## ROLE DESCRIPTION

<b>Job Title</b>	Transport Development Officer
<b>Salary Band</b>	37-40
<b>Reporting to</b>	Pipeline Development Manager
<b>Directorate</b>	Place
<b>Service Area and sub area</b>	Network Development
<b>Team</b>	Transport Development Team
<b>Political Restriction</b>	None

### **1. Primary Purpose of the Post**

To work on major transport projects and investments from within the Liverpool City Region Combined Authority's Transport Pipeline

To make a difference at work.

### **2. Your responsibilities**

#### **Development of Projects**

To support the assessment, preparation and funding of transport projects in the Liverpool City Region by:

- Working with internal and external stakeholders to ensure efficient development and delivery of projects within the transport pipeline
- Assessing data and proposals for new pipeline projects submitted by partners and 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
- An understanding of Green Book/WebTAG methodology and setting proportionality on a project by project basis
- Other tasks identified by senior members of the Directorate to support effective delivery of the transport pipeline
- Supporting the procurement, selection and contracting of third party contractors at the project level
- With active support from senior team members, to manage projects and relationships
- To provide advice on projects' deliverability, risks and critical success factors



- Support the Pipeline Development Manager in presenting the CA’s development pipeline to partners, stakeholders and taking it through internal approvals process
- Presenting papers to internal or external boards as required
- Support the Pipeline Development Manager on the development of bid submissions to competitive funding streams and fiscal events (Budget, Comprehensive Spending Reviews)

**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 (in person)

## PERSON SPECIFICATION

**Job Title:** Transport Development Officer

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Undergraduate degree with or equivalent	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
Extensive relevant professional experience	E	A
Working effectively in a team (in this field, teamwork produces the best work)	E	A/I
Working in a fast paced environment, with a fast turnaround 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
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 produce straightforward financial models / projections / analyses in Microsoft Excel	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	<b>E</b>	<b>A/I</b>
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<b>Personal Attributes</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
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Willingness to go the extra mile for the team	<b>E</b>	<b>A/I</b>
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Conscientious, with attention to detail*	<b>E</b>	<b>A/I</b>
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<b>Core Behavioural Competencies</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
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Dedication to making a difference at work, supporting the vision and aims of Liverpool City Region Combined Authority Commitment to equal opportunities	<b>E</b>	<b>A/I</b>
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Sensitivity to the political and social impacts of the team's projects and work	<b>E</b>	<b>A/I</b>
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**Key to Assessment Methods:**

I – Interview	A - Application
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