

ROLE DESCRIPTION

Job Title	Head of Development
Salary Band	SCP 56 – SCP 66
Reporting to	Executive Director Investment and Delivery
Directorate	Investment and Delivery
Political Restriction	Yes

1. Primary Purpose of the Post
To lead the Combined Authority (CA) Development for Transport and Housing for the Liverpool City Region (LCR) which will inform and influence all aspects of infrastructure development, investment and delivery across all CA portfolios.
2. Your responsibilities
• To lead the CA's Transport and Housing development functions. • To oversee the development of Full Business Cases, in line with HMT Green Book and TAG Guidance, and to set proportionality to which projects will be developed. In particular, testing deliverability, affordability and value for money of projects. • To lead the development of a single, consistent development pipeline base for the LCR as a whole that informs and influences strategic direction and all aspects of development and delivery of capital investment. • To work in collaboration with functional areas across the CA to test scheme concept options as they are developed. • To lead the Transport and Housing development function to establish a short, medium and long-term pipeline of schemes to which investments can be made. • To effectively communicate how investments are taking shape, business case development, and outcomes to the Members, senior leadership team and officers as appropriate. • To commission and lead the team in undertaking scheme concept development, develop strategic outline case, outline business case and full business cases in line with TAG guidance. To include reviewing transport modelling and forecasting activities at a city region level, economic modelling, transport modelling and housing and employment land projections. • To oversee CA's investment of transport and housing funding, working closely with Modal Leads and Local Authorities. • To develop positive relationships and effective collaboration with teams across the CA to ensure that the results of infrastructure development are utilised in policy decisions, pipeline prioritisation and investment decisions. • To keep abreast of new funding opportunities to ensure that the CA is able to respond in a robust and timely manner. • To support the development of effective city region and cross-portfolio collaboration. • To represent and promote the work of the LCRCA and the wider LCR, locally, regionally and nationally.

- Working with other members of LCRCA Leadership team to make open, honest and effective corporate management decisions within the LCRCA's formal governance structure
- To provide clear and evidence based advice to the Senior Leadership Team, Metro Mayor and LCRCA.
- To contribute to the preparation of business plans and take responsibility for the achievement of specific workstreams.
- To provide clear leadership to the Transport and Housing Development Team including articulating corporate priorities and helping the team to maximise its impact across the CA.
- To support the Senior Leadership Team to embed a culture that puts the city region first, acts decisively and takes robust investment decisions.
- To contribute to the corporate management of the strategic risks facing the LCRCA
- Promote corporate efficiency targets and initiatives.
- Promote understanding of and adherence to the Combined Authority's core values by modelling appropriate behaviours and encouraging others to do likewise.
- To participate in training and development and to use all relevant learning opportunities to improve personal skills so as to improve effectiveness.

3. General Corporate Responsibilities

- To lead the Transport and Housing development functions to develop a pipeline of schemes through the accountability of the lead officers allocating resources, developing business cases, coordinating bids, managing risks and providing leadership and inspiration to deliver service excellence.
- To ensure the team's work is effectively prioritised and keeps pace with wider Government and city region changing priorities.
- To share and communicate a clear understanding of the LCRCA priorities across the Transport and Housing development functions.
- Ensure the development, proportionality and analysis of business cases is robust, in line with Tag guidance and that projects are tested for deliverability, affordability and value for money.
- Recruit, select, appraise and develop staff in accordance with the LCRCA's policies and procedures.
- Create a positive learning and working environment through delegation, mentoring and coaching of staff and through the identification of training and development needs.
- Develop the LCRCA's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken.
- 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.
 - Promote the work of the LCRCA and LCR locally and nationally.

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



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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

Job Title: Head of Service, Head of Development

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Relevant Degree or equivalent.	E	A
Experience and knowledge	E = Essential D = Desirable	Identified By
Record of achievement in a similar role, of operating in a complex environment, preferably in local and/or central government or relevant policy body/agency.	D	A & I
Direct experience of successfully developing and implementing transport and place-based schemes and business cases in line with HMT Green book and TAG guidance	E	A & I
Experience of developing an effective approach to pipeline development and analysis which can inform and influence strategic direction, scheme development and implementation	E	A & I
Experience of leading teams, providing direction and managing performance	E	A & I
Demonstrable understanding of HMT Green Book and TAG techniques	E	A & I
Experience of operating effectively and collaboratively as part of a team.	D	A & I
Experience of building effective strategic working relationships with a wide range of stakeholders.	D	A & I
Evidence of negotiating, influencing and giving advice to politicians, senior managers and partner organisations.	D	A & I
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	A & I
Experience of influencing Government policy and direction	D	A & I



Skills and abilities	E = Essential D = Desirable	Identified By
Ability to lead, inspire and motivate others within a culture of proactive delivery and continuous improvement	E	A & I
Ability to anticipate and understand the needs of the LCRCA and the city region and translate them into solutions and outcomes	E	A & I
Ability to negotiate, influence and give advice to politicians, senior managers and partner organisations	E	A & I
Ability to develop and maintain effective work relationships with integrity, credibility and influence with national and local politicians, officers, and other key stakeholders.	E	A & I
Highly developed written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way.	D	A & I
Ability to deliver and lead others under pressure, prioritising work against competing demands to meet challenging deadlines.	D	A & I

Personal Attributes	E = Essential D = Desirable	Identified By
Flexible approach to working hours and willingness to work flexibly as and when required.	D	A & I
Evidence of quality, time management and organisational skills	D	A & I
Evidence and commitment to continuous personal and professional development.	D	A & I
Ability to attend meetings inside and outside the city region.	D	A & I
Core Behavioural Competencies	E = Essential D = Desirable	Identified By
A commitment to the Combined Authority's objectives and values	D	A & I
An understanding of and a personal commitment to the Vision and Aims of Liverpool City Region Combined Authority.	D	A & I



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Knowledge of the key issues facing the City Region	D	A & I
Commitment to and understanding of equal opportunities.	D	A & I

Key to Assessment Methods:

I – Interview	A - Application	P – Presentation
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