

ROLE DESCRIPTION

Job Title	Programme Support Officer (Pipeline Development)
Salary Band	SCP 24-26
Reporting to	Pipeline Development Manager
Directorate	Place
Service Area and sub area	Network Development
Team	Transport Development Team
Political Restriction	None

1. Primary Purpose of the Post
To provide high-quality programme support for the Transport Development team to help shape and manage the Combined Authority's future capital investment programme across the Liverpool City Region. This role plays a critical part in coordinating administrative functions, maintaining governance and programme documentation, drafting briefings, and ensuring timely delivery of actions.
2. Your responsibilities
- Responsible for supporting the successful development of a transport capital project pipeline through a range of administrative tasks including the coordination of LCRCA's Gateway process. - Lead the administration maintenance and refinement of programme plans, ensuring alignment with strategic aims and continuous monitoring of progress against defined objectives. - Provide support on risk and issue tracking including supporting to maintain risk registers, liaising with the risk and change manager and escalating any concerns. - Provide proactive administrative and programme coordination support to the Transport Development Team to facilitate effective development of transport schemes. - Provide resource and scheduling support through organising meetings, workshops and diaries. - Responsible for financial coordination across the Transport Development Team, including revenue tracking, coordinating purchase orders and raising invoices through Agresso, ensuring accurate processing and timely liaison with the Finance Team as required. - Prepare timely briefing papers for senior officers, highlighting delivery milestones, emerging risks, delays, or barriers to programme success. - Deliver comprehensive secretariat support for key meetings, boards, and working groups, such as LCRCA's Commissioning Board and Transport Advisory Group, including agenda planning, minute-taking, and action tracking. - To liaise with relevant internal and external stakeholders to obtain the required level of information required to assess project proposals, including local authorities.



- To co-ordinate partner communications through a variety of means, including the maintenance of sharepoint and MS Teams sites.
- Receiving and responding to a range of queries from internal and external contacts.

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 work as a key part of the Place Directorate in contributing to the corporate management of the strategic risks facing the Liverpool City Region Combined Authority.
- 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.

PERSON SPECIFICATION

Job Title: Programme Support Officer (Pipeline Development)

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Minimum Level 2 qualification (5 GCSEs or equivalent)	E	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Knowledge of the housing, transport or economic development sectors	D	A, I
Experience of monitoring and updating action plans	E	A, I
Experience of working effectively with performance management data	E	A, I
Experience of designing new systems or processes	D	A, I
Experience of providing administrative support	D	A, I
Good knowledge of Microsoft Word, Outlook, Excel, Access and Power Point	D	A, I

Skills and abilities	E = Essential D = Desirable	Identified By
Good interpersonal skills and a proven ability to work across partner organisations	E	A, I
Minute taking, arranging and coordinating meetings internally and externally	E	A, I
Effective report writing and review skills	E	A, I
Ability to manage a complex workload with competing demands	D	A, I
Ability to plan and organise own and other people's work	D	A, I
Ability to work with different colleagues from different backgrounds and organisations	E	A, I
Ability to meet tight deadlines	D	A, I
Attention to detail, ability to gather and collate information from a variety of sources accurately	D	A, I
Ability of work as part of a team meeting a wide range of objectives	E	A, I
Ability to attend meetings inside and outside the City Region.	D	A, I

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	A, I



Commitment to and understanding of equal opportunities.	D	A, I
Flexible approach to working hours and willingness to work flexibly as and when required.	D	A, I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
Sensitivity to the political and social impacts of the team's projects and work	D	A, I

Key to Assessment Methods:

**Please specify for each criterion, column to be removed for external posting.*

A - Application
I – Interview