

ROLE DESCRIPTION

Job Title	Lead Officer – Project Development
Salary Band	SCP 51-55
Reporting to	Executive Director Investment and Delivery
Directorate	Investment and Delivery
Political Restriction	No

1. Primary Purpose of the Post
To drive forward development and provide high quality leadership and direction to lead the establishment of development functions such as Mayoral Development Corporation and Placed Based Business Case for Liverpool City Region Combined Authority (LCRCA). • The Lead Officer will work with the Project Director to explore the establishment of a Mayoral Development Corporation (MDC), aligned to the emerging pipeline for Investment & Delivery. The Lead Officer will work across service areas and sectors to advocate, support and advise on the development agenda of Place-Based Business Case (PBBC) and MDC. A critical focus will be to work closely with senior civil servants, local authorities, and private sector stakeholders to establish an approach to delivery for the LCRCA. • The Combined Authority has several investment programmes that may benefit from an MDC and this role will support this function for the Combined Authority. • The role will support the implementation of an MDC for the City Region, supporting Local Authorities in identifying delivery needs and working closely with local partners and national agencies to facilitate an investment pipeline and programme for the area. • Support Executive Director – Investment and Delivery in delivering LCRCA's ambitious aspirations which are also safe, affordable and accessible and in line with our economic, environmental and social impact goals.
2. Your responsibilities
• Lead the LCRCA's MDC development work; this will entail establishing an effective work programme in the form of a business case. • Support the Project Director in establishing the principles for a Mayoral Development Corporation. Provide a robust commercial business plan and resources proposal to determine the appropriate route to accelerate delivery of investment for the authority.

- Manage a project development manager, and a range of specialist professionals, external consultants and internal staff.
- Provide regular briefings, advice and guidance as necessary to the Executive Leadership Team, Mayor and Local Authorities.
- Develop strong relationships with key government departments, regulators and sector partners to implement the concept for an MDC.
- Maximise the economic, financial, environmental and operational viability of all potential options to support the City Region in driving forward MDC ambitions. In doing so, provide advice and support to senior officers and Elected Politicians.
- To work with senior stakeholders in constituent local authorities and other partners in the city region to identify shared priorities and objectives for collective action.
- To work with teams in central government departments (including MHCLG, Department for Transport and HM Treasury) to partner, fund, or devolve powers to enable us to deliver on our priorities.
- To plan and prioritise delivery of identified activities, considering governance and partnership arrangements, human and financial resource needs and communication opportunities.
- To commission, interpret, and use data research to develop a sophisticated understanding of the challenges and opportunities the city region faces across housing, transport and regeneration.
- Work with the LCRCA Procurement team to procure external services, ensuring effective oversight of contractor resource and supplier input, ensuring compliance with contractual commitments. This may include setting up new procurement routes if existing routes to market are not suitable for the programme.
- To be responsible for the assessment of projects' strategic, financial, operational, commercial and economic credentials, and risks. All in line with HMT's Green Book guidance, RICS Red Book and DfT's Transport Appraisal Guidance.

3. General Corporate Responsibilities

- Every Combined Authority 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: Lead Officer – Project Development

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
A degree or equivalent professional experience	E	A
Evidence and commitment to continuous personal and professional development	E	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Significant experience in the development and/or delivery of complex, large infrastructure projects in a regulated industry, ideally in investment, housing and regeneration, transport or a related sector.	E	A & I
Experience with business case development, TAG Guidance and viability appraisal for a fund, project, programme or similar financial experience.	E	A & I
Demonstrable experience of managing complex projects with significant impact and mitigation requirements.	E	A & I
Experience of developing programs and projects, including agreeing objectives, establish partnerships and developing budget.	E	A & I
Assessing the value for money of projects, with an understanding of DfT's Transport Appraisal Guidance, HM Treasury's Green Book and RICS Red Book.	E	A & I
Negotiating legal terms for project funding prior to a project entering delivery.	E	A & I
With internal and external stakeholders to shape future transport pipeline priorities, based on consultation and evidence.	D	A & I
Experience of providing professional strategic advice to politicians and Senior Leadership teams	D	A & I
An understanding of the Liverpool City Region devolution agreement, local government, central government and their roles structures and relationships	D	A & I

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	D	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	D	A & I
Ability to negotiate, influence and give advice to politicians, senior managers and partner organisations	D	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
Ability to anticipate and understand the needs of the LCRCA and the city region and translate them into solutions and outcomes	D	
Ability to identify strategic risks to project and programme development and to put in place robust mitigation plans	D	A & I

Personal Attributes	E = Essential D = Desirable	Identified By
A passion for and commitment to helping people to have better lives	D	A & I
Commitment to and understanding of equal opportunities	D	A & I
An understanding of and a personal commitment to the Vision and Aims of Liverpool City Region Combined Authority	D	A & I
Core Behavioural Competencies	E = Essential D = Desirable	Identified By
Knowledge of the key issues facing the City Region	D	A & I
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
Ability to attend meetings inside and outside the city region	D	A & I

Key to Assessment Methods:

I – Interview	A - Application	P – Presentation
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**LIVERPOOL
CITY REGION**
COMBINED AUTHORITY

METROMAYOR
LIVERPOOL CITY REGION