LIVERPOOL CITY REGION COMBINED AUTHORITY

METRO MAYOR LIVERPOOL CITY REGION

ROLE DESCRIPTION

Job Title	Head of Infrastructure Programmes
Salary Band	61 – 63
Reporting to	Director of Transport Infrastructure Programmes
Directorate	Place
Service Area	Transport Infrastructure Programmes
Political Restriction	This post is politically restricted

1. Primary Purpose of the Post

- Support the Director of Transport Infrastructure Programmes in delivering LCRCA's ambitions, as set out in the Corporate Plan 2024-28, specifically in relation to effective and efficient large-scale investment in the City Region's transport network in line with our economic, environmental and social inclusion goals.

- Provide strategic leadership, advice and expertise into the specification, procurement and delivery of major rail, bus and public transport schemes in order to deliver the necessary infrastructure to allow the development and expansion of the regions transport network to meet the ambitions of the Liverpool City Region Combined Authority and serve the needs of its residents, communities and businesses

- Lead, motivate and develop a team of infrastructure professionals across multiple transport modes, working collaboratively across the Transport Infrastructure Programmes division and the wider Place to ensure delivery is undertaken within the required cost, time and quality parameters.

- Be a proactive and enthusiastic member of the Combined Authority's Senior Leadership Team, demonstrating the ability to work collaboratively across the Place Directorate.

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2. Key Role Specific Responsibilities

- Provide senior level specialist infrastructure delivery experience, expertise, advice, and guidance to the Metro Mayor, CEX and senior LCRCA colleagues to support the development of robust large value, high complexity delivery programmes;
- Lead the development, design and delivery of major bus, rail and public transport infrastructure projects within a large programme, to realise defined outputs and outcomes, whilst ensuring a focus around providing an integrated public transport network;
- Responsible for strategic oversight of the investment programme ensuring that key project issues, potential delivery schedule impacts, and risk management is monitored and reported via the established Gateway process;
- Ensures appropriate programme and project management arrangements are in place at all levels, by leading the development of a simple and consistent toolkit for programme

and project delivery, aligned to that for programme controls, commercial and technical engineering assurance;

- Ensure in all cases that defined programme and project management governance and other standard procedures are fully embedded across each project within the Programme;
- Ensure that the Infrastructure Programmes team perform an effective intelligent client role during the physical delivery and implementation of all projects, with a specific focus around place making;
- Ensure that the Infrastructure Programmes team proactively engages with the commissioning and assets functions in order to accurately inform programme outcomes;
- Promotes the use of established corporate digital tools to collect, store and analyse project management data to provide insights and support decision-making processes;
- Across the Programme ensure that the duties under the CDM Regulations 2015 are adequately discharged in accordance with statutory obligations and best practice;
- Ensure that robust procurement strategies are in place for each project within the Programme;
- Lead on the implementation and securing of value engineering processes across the Programme;
- Enhance the reputation of LCRCA as a delivery organisation through proactive and visible engagement with industry forums and delivery partners;
- Identifies opportunities for collaboration, reuses and shares successful methods and resources between projects and programmes;
- Support the development and implementation of devolution initiatives including delivery of the work on devolution of rail infrastructure;
- Proactively build relationships with relevant internal and external stakeholders, including at a senior level with supply chain partners, to promote and increase the organisation's contribution and influence on the wider regional and national transport agendas, whilst protecting its commercial and financial interests;
- Embed the delivery of clear social value commitments across the Programme and;
- Ensure that the ongoing proactive development of Infrastructure Programmes team continues to strengthen LCR's reputation as exemplars of project delivery and takes account of best practice and lessons learned across similar investment initiatives across other public sector organisations regionally and nationally.

3. General Senior Leadership Responsibilities

- Effective leadership and management of staff within a Service/group of functions encouraging a continuous improvement ethos to develop outstanding services/functions, where VFM (value for money) is delivered and where innovation and innovation can flourish.
- Foster a positive working and learning environment, ensuring accountabilities and priorities are clear to services, teams and individuals, learning and development needs are identified and delivered including coaching/mentoring opportunities and that there is proactive management of employee relations, performance, and attendance.
- Contribute to the preparation of corporate plans, risk register and budget and lead on Service Plans, risk registers, budgets and resource planning for the areas of defined responsibility.
- Ensure effective performance management, actively engaging with Combined Authority's performance management framework, delivering all personal and Service performance targets as agreed, managing identified risks, and contributing to the management of

Directorate and Corporate risks.

- Demonstrate the Combined Authority's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken; promoting full consideration of the equality impacts of decisions on all the Protected Characteristics. Advance non-discriminatory practices in all aspects of work undertaken.
- Share and communicate a clear understanding of the Combined Authority priorities across the Directorate.
- Ensure compliance with legislation and Combined Authority policies and procedures in relation to governance including supporting the scrutiny process and the completion of the annual governance statement.
- Establish effective relationships and collaboration with constituent local authorities/bodies to support long term ambition and delivery of the Combined Authority Corporate plan.
- Ensure the development, provision and analysis of high-quality management information and documentation that is timely, accurate and meaningful.
- Embed a culture that places customers first, adopts a can-do approach and focuses on communities and working locally.
- Work with public and other relevant bodies to support LCR's communities, through services and activities which address local concerns, and which foster social capital and resilient communities.
- Promote the work of the Combined Authority and LCR locally and nationally
- Be responsible for the wellbeing and health & safety of staff in line with organisational policies and guidance around attendance at work and health & safety. 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 role description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility at the time of writing. There is recognition that the Combined Authority is likely to be subject to continuous change. As such, senior officers are expected to work flexibly and accept that their areas of specific responsibility may also be subject to change.

PERSON SPECIFICATION

Service Area: Transport Infrastructure Programmes

Job Title: Head of Infrastructure Programmes

Grade: 61 – 63 (TBC)

Note to Applicants. Essential criteria are marked with *. All other criteria are desirable.

	CRITERIA	METHODS OF ASSESSMENT
Qualifications and Training	A relevant degree, qualifications and/or significant relevant infrastructure delivery related experience*	A
	Member of the Chartered Institution of Civil Engineers (MICE) or Chartered Institution of Highways and Transport (MIHT) or similar	I
	Evidence and commitment to continuous personal and professional development*	
Experience & Knowledge	Extensive knowledge and experience at a senior leadership level of the management of a high value large scale transport infrastructure programme and related projects	A
	Extensive experience of working within a political environment including advising and briefing politicians*	A
	Significant experience of establishing and managing supplier relationships for large scale infrastructure projects across multiple transport modes*	A
	Experience in engaging with and utilising infrastructure delivery related procurement frameworks*	I
	Ability to work with a range of professionals to develop and seek continuous improvement to key commercial, procurement and contract management strategies.*	I
	Detailed technical understanding of the core phases of transport infrastructure projects*	I
	Experience of using financial and commercial awareness and the ability to analyse complex information to accurately inform forward plans*	

	CRITERIA	METHODS OF ASSESSMENT
	Evidence of identifying opportunities for future growth, articulating the vision and developing accompanying strategies* Proven record of developing relationships with key stakeholders and delivery partners at a senior level with significant experience in negotiating high value, technically complex infrastructure delivery related contracts* Strong networking skills and awareness of best practice in transport infrastructure delivery elsewhere in the UK and across the world	
Skills/Abilities	Ability to lead, inspire and motivate others within a culture of proactive service delivery and continuous improvement. Highly developed influencing and persuasion skills with a determination to deliver. Ability to develop and maintain effective working relationships with integrity, credibility and influence with national and local politicians, civil servants, officers, and other key stakeholders. Highly practical in translating strategies, policies and ambitions into realistic, deliverable interventions that will improve network infrastructure and services Able to deliver and lead others, prioritising competing demands to meet deadlines. Positive, flexible responsive, dynamic and creative approach to problem solving, encouraging ideas from across teams, working around constraints and challenges to translate ideas into practice. Highly developed written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way. Experience and ability to build effective working relationships with a wide range of stakeholders. Ability to negotiate, influence and give advice to politicians, senior managers and partner	I T I I T T T I I

	CRITERIA	METHODS OF ASSESSMENT
	organisations.	
Commitment	An understanding of and a personal commitment to the Vision and Aims of LCR Combined Authority*	I
	A commitment to providing a high-quality customer service and ensuring service standards are met*	I
	Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues*	I
Other	Knowledge of the key issues facing a City Region.	I
	Flexible approach to working hours and willingness to work flexibly as and when required*	I
	Evidence of quality, time management and organisational skills*	I
	Ability to attend meetings inside and outside the City Region*	I

Key to Assessment Methods:

I – Interview, P – Presentation, A – Application, E – Exercise, T – Test, AC – Assessment